

**brother®**

## OWNER'S MANUAL

# IntelliFAX

## 900

## 950M

## 980M

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## How to Use This Owner's Manual

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Thank you for purchasing a Brother fax machine. This fax machine has been designed to be simple to use, but you can utilize it to its fullest potential by taking some time to read this owner's manual. You will be ready to use the fax machine as soon as you read the first four chapters. Then you can refer to topics in the remaining chapters, as needed.

### Structure of the Manual

■ **Chapters 1-4**

How to set up the fax machine and what you need to know before you use it.

■ **Chapters 5-7**

Basic operations, how to send and receive faxes.

■ **Chapters 8-11**

Advanced operations.

### Finding Information in the Owner's Manual

- Use the **table of contents**. This side of the manual is coded so you can find topics easily.
- If there is a **key on the fax machine** you are not familiar with, refer to **chapter 2**.
- To find out information about a function, refer to the "**Function Selection Chart**" in **chapter 3**.
- If you have **trouble**, refer to **chapter 12** on how to troubleshoot.
- Use the **chapter 14 index**.

## Test Sheet Procedure

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Please fill out the TEST SHEET and fax it to 1-908-469-4547 as your first transmission. This will verify that your fax machine is properly installed.

When this document is received at Brother Diagnostic Center, a confirmation sheet will be sent back to your machine from Brother Automatic Fax Back Response System. Be sure to set up your "Station ID". (See page 4-3.)

FAX NO. : 1-908-469-4547 (Fax Transmission Only)

TEL NO. : 1-800-284-4FAX (Voice Phone Only)

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F.Y.I. FOR YOUR INFORMATION

## 1. SETUP & PREPARATION BEFORE USE

### Choosing a Suitable Place to Put Your Fax Machine

Use the following list as a guide to find a suitable place for your fax machine.

#### The Good Places...

Place your fax machine on a flat, stable surface, such as a desk.

Select a place that is free of vibration and shocks.

Locate it near a telephone jack and a standard, grounded power outlet.

#### And the Bad Places...

Avoid setting it up in a high-traffic area.

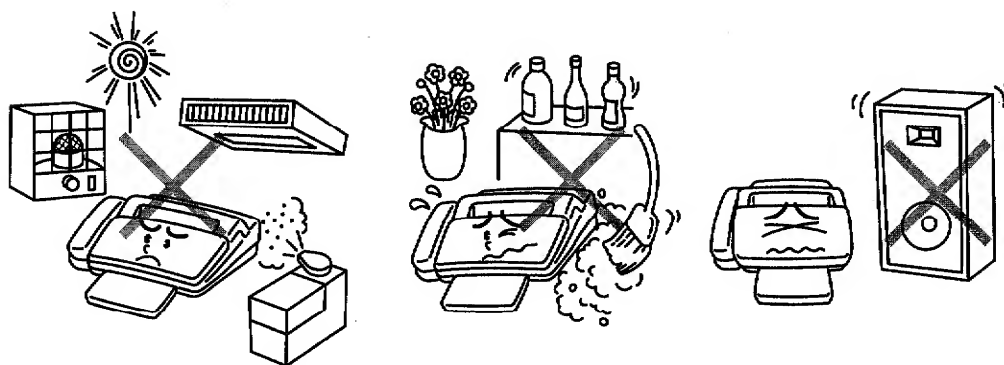
Avoid setting up the machine near heaters, air conditioners, water, chemicals, or refrigerators.

Do not select a place that exposes your fax machine to direct sunlight, excessive heat, moisture, or dust.

Do not connect your fax machine to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory.

Do not connect your fax machine to electrical outlets on the same circuit as large appliances or other equipment that might disturb the power supply.

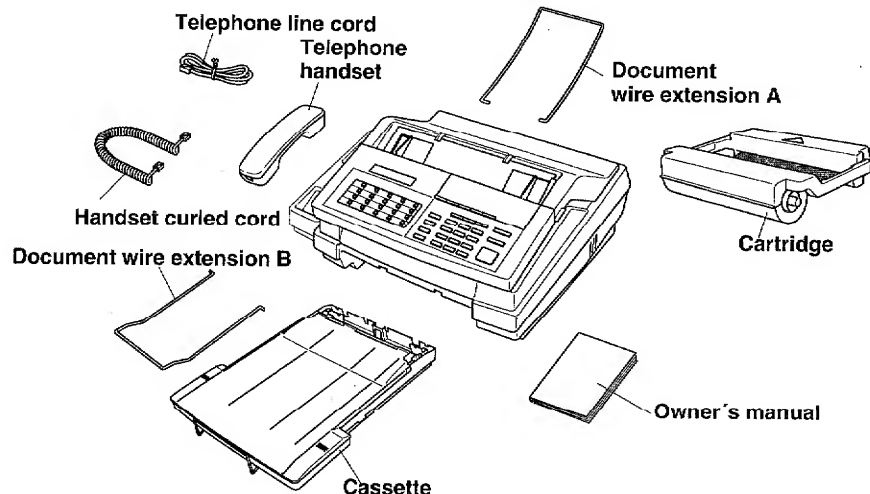
Avoid interference sources, such as speakers or the base units of cordless phones.



# SETUP & PREPARATION BEFORE USE

## ***Packing List***

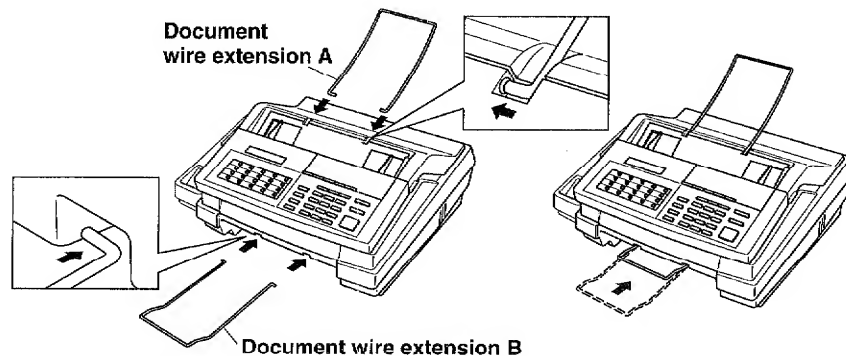
Please check to see that you have the following items:



## ***Setting Up Your Fax Machine***

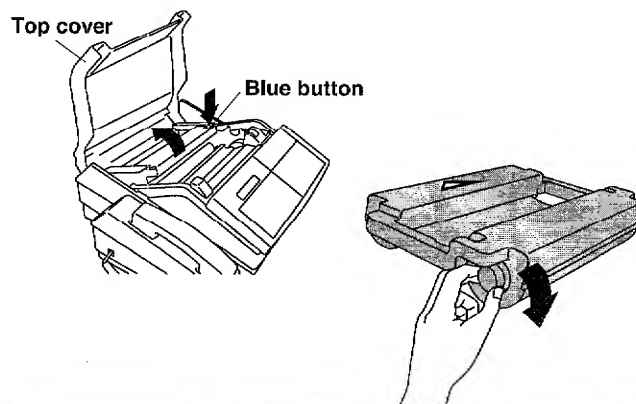
Follow these steps to set up your fax machine:

### **1. Attach the wire extensions.**



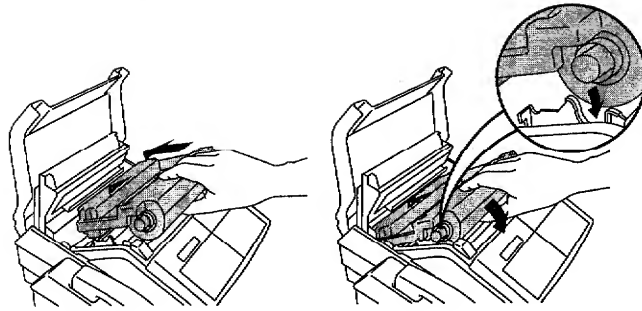
### **2. Install the printing cartridge.**

- 1) Open the top cover.
- 2) Press the blue button.  
The printer head will pop up.
- 3) If the used cartridge is remaining in the machine, take it out.
- 4) Tighten Ribbon in Cartridge carefully.

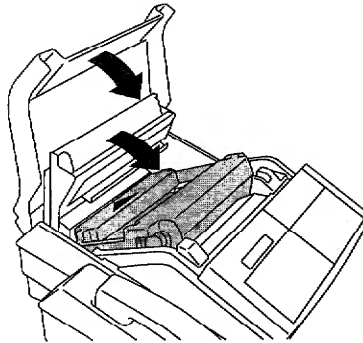


## SETUP & PREPARATION BEFORE USE

- 5) Carefully install new cartridge with mark goes in first side.  
Make sure that the cartridge gear rest in the white gear holders.



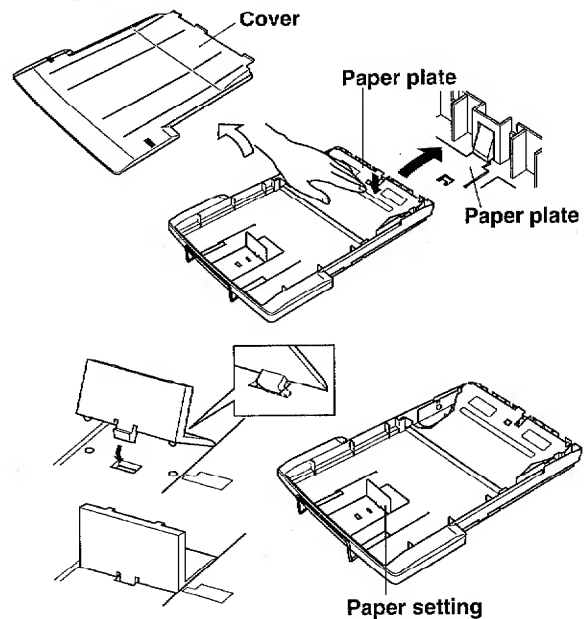
- 6) Push down the printer head slowly and completely.
- 7) Close the top cover.



### 3. Install the Cassette.

The paper cassette can hold about 200 sheets paper (20lb).

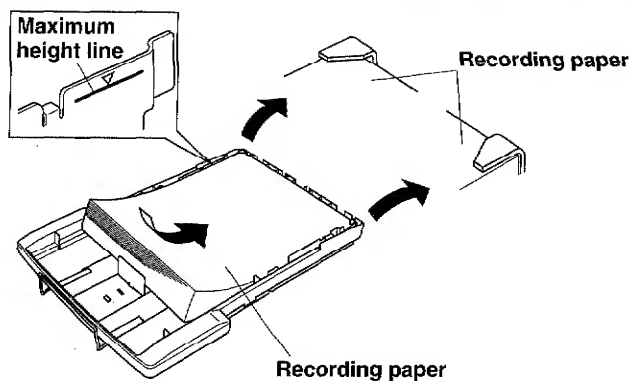
- 1) Raise the paper cassette slightly and pull it toward you to remove.
- 2) Take off the cover.
- 3) Push the paper plate down until it locks into position.
- 4) Adjust the paper setting to letter or legal position.
- 5) Fan up to 200 sheets plain paper.





## SETUP & PREPARATION BEFORE USE

- 6) Place the paper.  
Make sure the front right and left corners of the paper are under the edge tabs.  
Do not place paper above the maximum height line, or paper may misfeed.
- 7) Close the cover on the cassette.
- 8) Slide the paper cassette into the fax machine until it locks into place.



### NOTICE

#### ***About the Recording Paper...***

Please use standard copier paper for the recording paper as below :

Width : 216mm (8.5")  
Length: Letter/ Legal size  
Weight: 17 lb to 24 lb

#### ***About the Cassette...***

When you pull the paper cassette, it is necessary to push down the paper plate until the cassette "clicks" into position before you re-install the cassette to the fax machine. Otherwise the "REFILL PAPER CASSETTE" will remain on the LCD display. Also, please do not pull out or re-insert the cassette during the fax machine is doing a job (for example, copying, transmitting or receiving), or paper jam may occur.

## SETUP & PREPARATION BEFORE USE

### 4. Connect the handset.

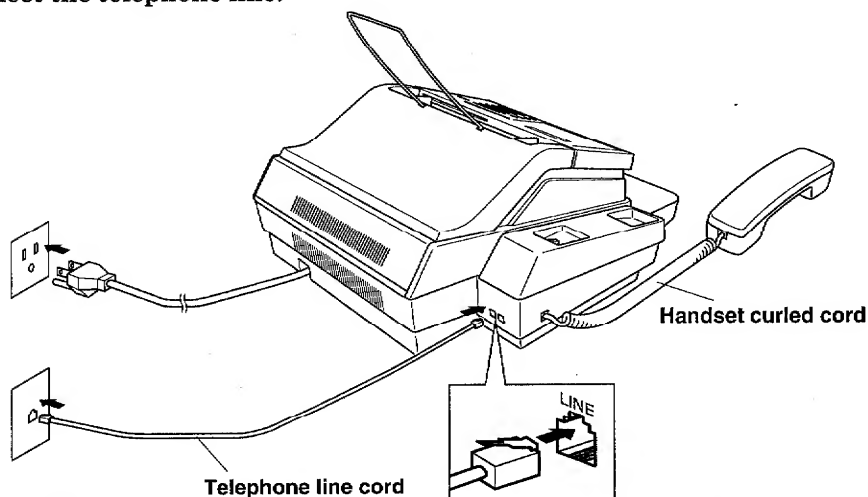
### 5. Connect the power code.

When you connect the power, your fax machine will automatically printout a power failer report, and the display will show "01/01/1994 00:00".

### NOTICE

1. This fax machine must be grounded using a 3-prong plug.
2. Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your fax machine on before you connect it to a telephone line.

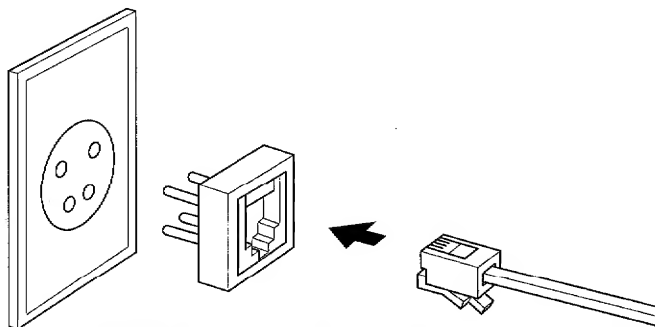
### 6. Connect the telephone line.



### FOR YOUR INFORMATION

#### **Jacks**

If you have the older 4-prong telephone wall jack, you must use a modular 4-prong adapter(USOC RJ41X). Plug the adapter into the wall jack and then plug the telephone line cord into the adapter, as shown in the illustration below.



## SETUP & PREPARATION BEFORE USE

### FOR YOUR INFORMATION

#### ***Multi Line Connections (PBXs)***

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (private branch exchange), we suggest that you contact the company which installed your telephone system and ask them to connect the fax machine for you.

It is advisable to have a separate line for the fax machine. You can then leave the machine in AUTO Answer Mode to receive faxes at any time of the day or night.

If the fax machine is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This will prevent the unit from being activated each time a telephone call is received. But proper connection can not be made.

- As with all fax units this machine must be connected to a two wire system. If your line has more than two wires proper connection of the fax machine can not be made.

If you have call waiting, ring master, or any other custom calling feature on your telephone line, it may create a problem in operation of your fax unit.

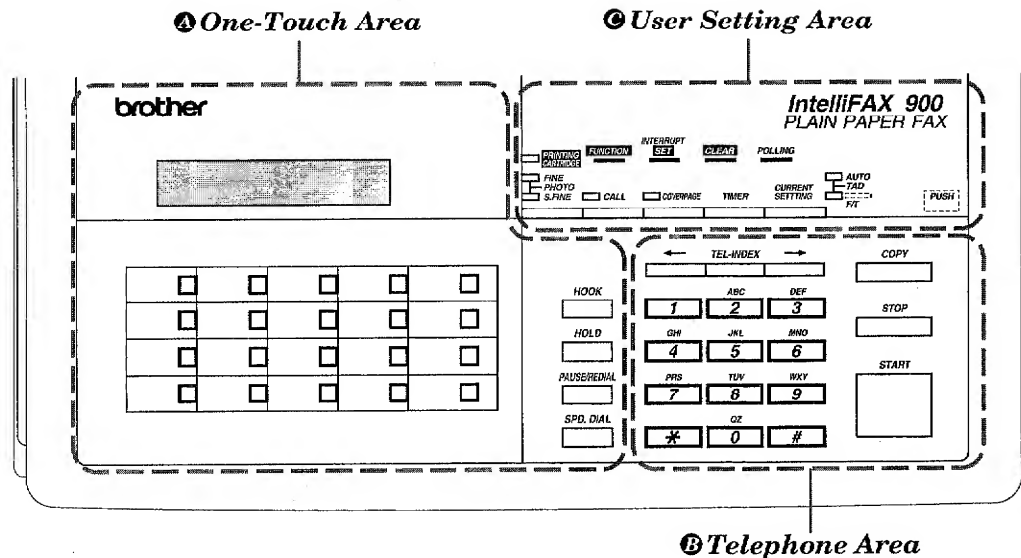
#### ***Connecting to a Private Branch Exchange***

The following points should be kept in mind if you are installing the machine to work with a private branch exchange(PBX).

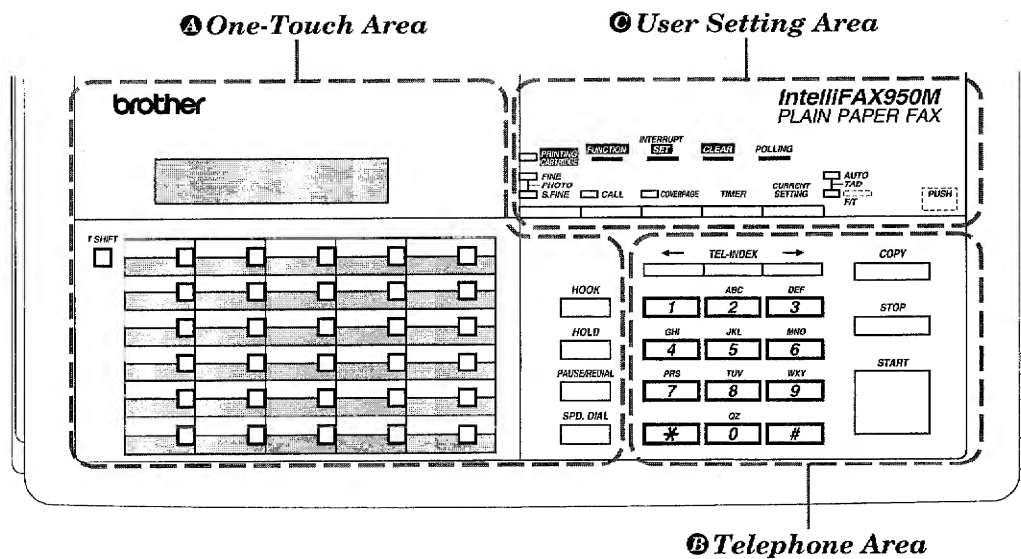
- 1) It is not guaranteed that the unit will operate correctly under all circumstances with PBXs. Any cases of difficulty should be reported first to the company that handles your PBX.
- 2) If all incoming calls will be answered by a switchboard operator, it is recommended that the Answer Mode be set to be MANUAL. (See page 7-2.) All incoming calls should initially be regarded as telephone calls.
- 3) The unit may be used with either the pulse or tone dialing telephone types.

## 2. THE CONTROL PANEL KEYS

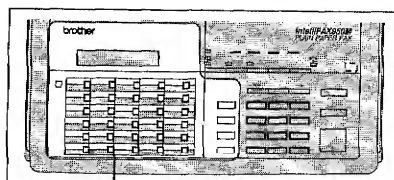
### FAX-900



### FAX-950M / 980M



## THE CONTROL PANEL KEYS



### **A ONE-TOUCH AREA**

#### **1. Liquid Crystal Display**

The LCD displays messages that will help you set up and operate your fax machine. (On-Screen Programming) (See page 3-1.)

#### **2. HOOK**

This key lets you dial telephone and fax numbers without lifting the handset. (See page 5-1.)

#### **3. HOLD**

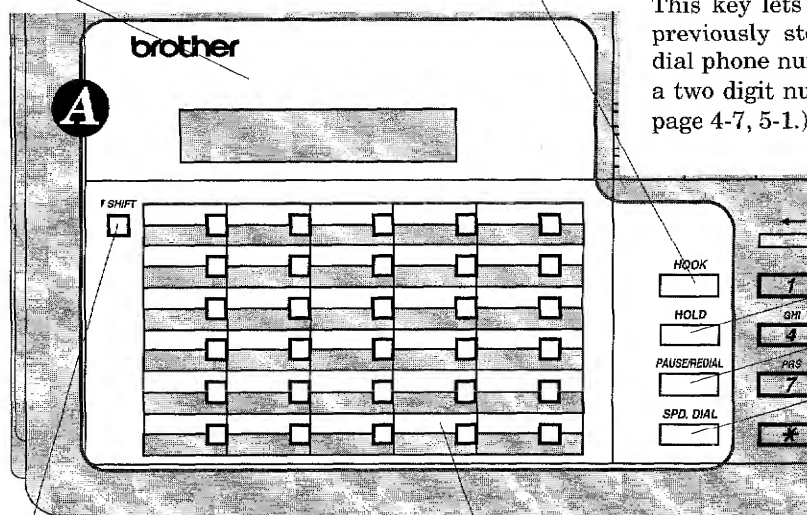
You can use this key to put a call on hold. (See page 5-1.)

#### **4. PAUSE/REDIAL**

This key re-dials the last number called. (See page 6-5.) This key is also used to insert a pause in autodial numbers. (See page 5-1.)

#### **5. SPD. DIAL**

This key lets you access previously stored speed dial phone numbers with a two digit number. (See page 4-7, 5-1.)



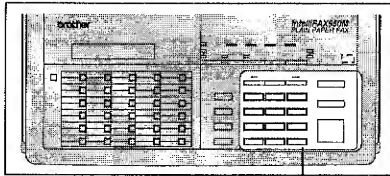
#### **6. SHIFT (Only for 950M/980M)**

This key is used to access the "31" through "60" One-Touch keys. (See page 4-4.)

#### **7. One-Touch Dial Keys**

These keys give you instant access to previously stored phone numbers. (See page 4-4, 5-1.)





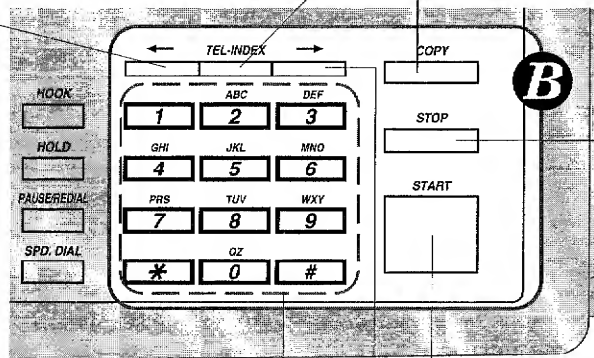
## **B TELEPHONE AREA**

### **8. ← (Left Arrow)**

This key moves the LCD cursor to the left. It also allows you to back up one step when you are in function mode (see page 3-4) or Telephone Index.

### **9. TEL-INDEX**

This key allows you to alphabetically look up numbers stored in the dialing memory. (See page 5-2.)



### **11. COPY**

Use this key to indicate your fax machine to make a copy. (See page 8-1.)

### **12. STOP**

This key stops a fax, cancels an operation, or exits from function mode. (See page 3-4.)

### **10. Number Keys**

These twelve keys are used to dial phone and fax numbers (see page 5-1), and can also be used as an alphanumeric keyboard for entering information into the fax machine (see page 3-5).

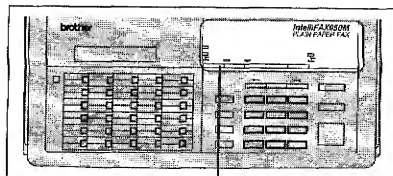
### **13. START**

Use this key to start an operation, such as sending a fax. (See page 6-3.)

### **14. → (Right Arrow)**

This key moves the LCD cursor to the right, and it also lets you advance one step when you are in a function mode (see page 3-4) or Telephone Index.

## THE CONTROL PANEL KEYS



### **C USER SETTING AREA**

\* When the cover is closed.

#### **15. PRINTING CARTRIDGE**

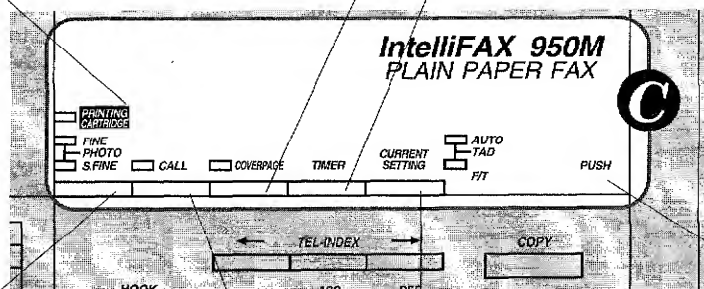
The LED will flash lighting when the Printing Cartridge needs to be replaced.

#### **18. COVERPAGE**

This key is used to send an automatic Cover Page as the first page of a fax transmission. (See page 6-12.)

#### **19. TIMER**

This key is used to set a delayed transmission. (See page 6-6.)



#### **16. CALL**

This key is used to activate a call reservation and call back message. (See page 6-15.)

#### **20. CURRENT SETTING**

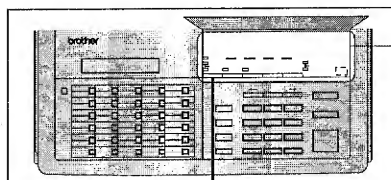
This key is used to set contrast, multiple resolution setting, over seas mode, password, etc. (See page 6-3, 6-9, 6-10, 10-1.)

#### **17. Resolution**

This key is used to set the resolution requirements when sending a fax. (See page 6-2.)

#### **21. PUSH**

Push at this point and open the cover to access. "User Setting Area D."



## **D USER SETTING AREA**

\* When the cover is open.

### **22. FUNCTION**

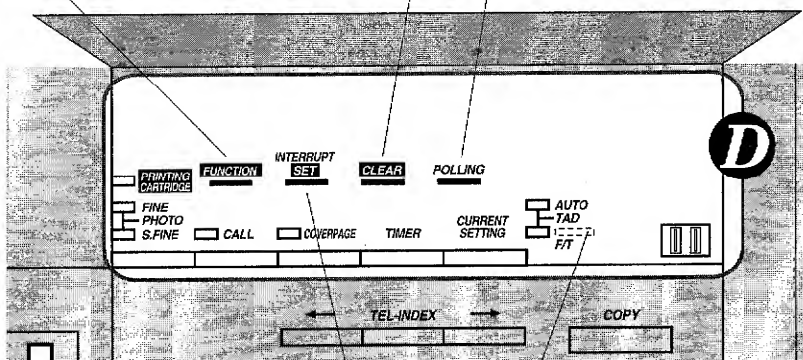
This key accesses the function and programming mode (OSP), where you can alter various settings. (See page 3-1.)

### **24. CLEAR**

This key deletes entered data or backs up one step in a function mode procedure. (See page 3-4.)

### **25. POLLING**

This key accesses the polling feature. (See page 9-1.)



### **23. INTERRUPT/SET**

This key is used to temporarily interrupt the job. (See page 6-7.)

This key is used for storing a function setting into the fax machine. (See page 3-4.)

### **26. Answer Mode**

This key is used to specify how the fax machine should handle incoming calls. (See page 7-1.)

## HOW TO USE ON-SCREEN PROGRAMMING (OSP)

### 3. HOW TO USE ON-SCREEN PROGRAMMING (OSP)

#### *What Is On-Screen Programming*

Since your fax programming is done on our LCD display, we created step by step On-Screen prompt messages to help you program your fax. All you need to do is follow the prompt instructions as it guides you through the function menu selections and programming options and settings.

If you have a basic understanding of the options and settings that are found in the programming function, you could perform most of the programming settings without the owner's manual. To help you understand what function selections, options, and settings are found in your fax program, we have the following Function Selection Chart and Current Setting Chart.

Read through this Chart to gain a basic understanding of what your new fax model can do, and then the next section will begin instructing you How to Use On-Screen Programming.

#### *Function Selection Chart*

Level one function	Level two function	Explanation of Options	Factory setting	Page
1. CANCEL JOB		If you wish to cancel a job that has been set with the timer, a polled job etc., use this function.		6-8
2. PRINT REPORTS		You can print several different lists and reports, which are available under function item 2. PRINT REPORTS.		11-1
3. SET AUTO DIAL	1. SETUP ONE-TOUCH DIAL	If you register names and numbers to One-Touch dial keys, you can dial a number automatically just by pressing a One-Touch key. (60 locations for FAX-950M/980M, 20 locations for FAX-900)	—	4-4
	2. SETUP SPEED-DIAL	If you register names and numbers as Speed-Dial numbers, you can dial a number automatically just by pressing SPD. DIAL and a two digit number. (100 locations for FAX-950M/980M, 40 locations for FAX-900)	—	4-7
4. USER OPTIONS	1. SMOOTHING	Smoothing enhances the appearance of incoming faxes. If you set SMOOTHING to ON, you can receive messages with smoothing. ON/OFF	ON	7-9
	2. BEEPER	You can adjust the volume of the beeper with this function. OFF/LOW/HIGH	LOW	4-1

## HOW TO USE ON-SCREEN PROGRAMMING (OSP)

Level one function	Level two function	Explanation of Options	Factory setting	Page
<b>4. USER OPTIONS</b>	3. COVERPAGE	If you set COVERPAGE to ON, you can send your documents with a Cover Page generated by your machine. When the COVERPAGE setting is ON, you can select a Cover Page comment. ON/OFF	OFF	6-13
	4. GRAY SCALE	You can select a GRAY SCALE level. 16/32 level	32	6-11
	5. PRINT REDUCTION	You can set up the printing reduction. OFF/93%/87%/73%/MANUAL	93%	7-11
	6. PRINTER ALARM	You can set up the printing alarm condition. ONCE/3 TIMES/CONTINUE	ONCE	7-12
<b>5. TELEPHONE OPTIONS</b>	1. SET TONE/PULSE DIAL	There are two different dial types and you must select the type of signal suitable for your telephone. TONE/PULSE	TONE	4-1
	2. SET RING DELAY	The number of rings that will occur before F/T or AUTO Answer Mode selections are activated. 0/1/2/3/4 rings	2	7-2
	3. AUTO REDIAL	If you set AUTO REDIAL to ON, your machine will automatically re-dial the last number called in the event the number was busy or the call failed for some other reason. ON/OFF	ON	6-5
	4. SPEAKER VOLUME	You can set the speaker volume. OFF/LOW/HIGH	LOW	7-9
	5. SET F/T RING TIME	F/T RING TIME sets the time for simulated ringing in F/T mode. 10/20/30/60 seconds	20	7-4
	6. SET RING VOLUME	You can set the ring volume. OFF/LOW/HIGH	HIGH	7-10
<b>6. SETUP SYSTEM</b>	1. SET DATE AND TIME	If you enter the date and time in 24-hour format, the LCD will display the date and time and will also be printed on outgoing faxes.	01/01/1994 00:00	4-2
	2. SET DAILY JOB TIMER	If you frequently have delayed jobs, all for execution at a certain time, you can program that time. Once you register it, you do not need to enter that time, just press TIMER.	00:00	6-7



## HOW TO USE ON-SCREEN PROGRAMMING (OSP)

Level one function	Level two function	Explanation of Options	Factory setting	Page
6. SETUP SYSTEM	3. ACT. REPORT INTERVAL	You can select the interval at which the activity report is printed out. 6/12/24 hours, 2/4/7 days, OFF	OFF	11-3
	4. SET STATION ID	You can enter your name or company name, fax number and telephone number in STATION ID. It is printed at the top of each page of every outgoing fax. It is also printed on the automatic Cover Page.	—	4-3
	5. FAX REMOTE CODE	If you enter REMOTE CODE, you can activate or deactivate the fax machine from a remote telephone. ON/OFF	ON *51 (ACT.) #51 (DEACT.)	7-6
	6. SET COVERPAGE	You can register your own two programmable comments on the Cover Page.	—	6-14
	7. SET RECEIVE	You can setup the password for the receiving documents. ON/OFF/PLUS	OFF	10-3

### Current Setting Chart

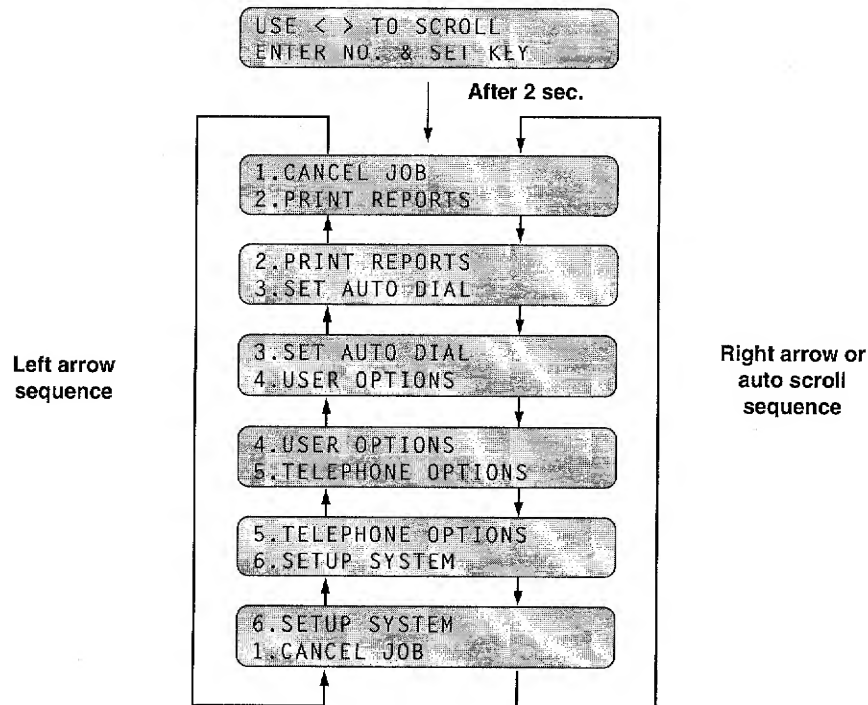
Level one function	Level two function	Explanation of Options	Factory setting	Page
CURRENT SETTING	1. CONTRAST	There are three types of contrast settings. Usually the AUTO setting is acceptable. But if you want to send an especially light or dark document, please change the setting. AUTO: Default setting is AUTO. Contrast setting always reverts to AUTO after one transmission. S. LIGHT: To send very light documents. S. DARK: To send very dark documents.	AUTO	6-3
	2. RESOLUTION	If you need to send a set of originals at various resolutions, this function will allow you to send your required resolution by page. (If all documents are the same resolution, use the Resolution key. See page 2-4 #17.) STANDARD/FINE/S. FINE/PHOTO	STANDARD	6-10
	3. OVERSEAS MODE	If you have trouble when sending overseas, you may want to use set OVERSEAS MODE to ON. ON/OFF	OFF	6-9
	4. PASS WORD TRASMISSION	You can send a fax with four digits password.	—	10-2

# HOW TO USE ON-SCREEN PROGRAMMING (OSP)

## *Using the Function Mode to Access OSP*

You can access the function mode by pressing **FUNCTION** found in the User Setting Area of your fax Control Panel. (See page 2-5.)

When you enter the function mode, your fax machine will display a list of Level One Functions to choose from (see pages 3-1 through 3-3 for these Level One Functions), as seen below.



\* a number of upper low will be blink.

These function options will appear two at a time on the display. You can then choose one of these options by pressing **SET** when your desired option appears on upper low of the LCD and blink it's number.

You can also move through the function menu options at a faster rate by pressing **→** (right arrow). (See page 2-3 to locate this key on your Control Panel.) When you find the option you want on upper low, press **SET**.

You can simply press the Level One Function number associated with each option (again refer to page 3-1 through 3-3).

### **Helpful Hints**

If you want to exit the function mode, simply press **STOP**. Also, if you select the wrong menu, and to return to the previous step, press **CLEAR**.

## HOW TO USE ON-SCREEN PROGRAMMING (OSP)

### *Displays for OSP*

SPEAKER : HIGH  
SELECT < > & SET KEY

When you see the LCD displays, the upper low of LCD will show the currently selected option, and lower low will show a help message that gives you brief instructions on how to proceed. The example shows the current speaker volume is high and prompts you to use ← (left arrow) and → (right arrow) to alter the setting, and then to press **SET** to store it.

### *How to Enter Text in the Function Mode*

Each number key has two or three letters printed on the upside of it. The “1” key and the “#” key and the “\*” key have no printed letters because they have special characters.

	ABC	DEF
1	2	3
GHI	JKL	MNO
4	5	6
PRS	TUV	WXY
7	8	9
	QZ	
*	0	#

**By pressing the appropriate number key the correct number of times, you can get the character you want.** When you are making certain settings, such as the station ID settings, you need to enter text into your fax machine.

Key	once	twice	three times	four times
2	A	B	C	2
3	D	E	F	3
4	G	H	I	4
5	J	K	L	5
6	M	N	O	6
7	P	R	S	7
8	T	U	V	8
9	W	X	Y	9
0	Q	Z	0	Q

Let's say that you want to enter the initials “BR”. Follow the example of next page.

# HOW TO USE ON-SCREEN PROGRAMMING (OSP)

## KEYS TO BE PRESSED

1. Press **2** twice to enter the letter **B**.
2. Press **7** twice to enter the letter **R**.
3. Press **SET**.

## STATUS OF LCD DISPLAY

NAME:  
ENTER/PRESS SET TO END

NAME:B  
ENTER/PRESS SET TO END

NAME:BR  
ENTER/PRESS SET TO END

## FOR YOUR INFORMATION

1. If you want to enter a blank space, press → (right arrow) twice.
2. If you entered a letter incorrectly and want to change it, you can use ← (left arrow) to move the cursor back to where it is. When you reach the letter, you can enter a new one in its place. You can only overwrite letters, not insert them, so you may have to go back and overwrite a lot of letters if you forget to enter a letter.
3. If you enter a character which is assigned in the same number, press → (right arrow) to move the cursor to the right.

## How to Enter Special Characters, Symbols and Punctuation Marks in the Function Mode

1 key ----- ÄËÖÜÀÇÈÉ1

\* key ----- (space) !"#\$%&'()\*+,-./

# key ----- ;<=>?@[]^\_

The "1" key contains all the accented characters. The "\*" and the "#" key are used for punctuation marks and symbols. Let's say that you want to enter the Symbol "&". Follow the example below.

## KEYS TO BE PRESSED

1. Press **\*** to show a list of characters.
2. Press **\*, \*, \*, \*, \*, \*** (6 times).
3. Press → (right arrow).

## STATUS OF LCD DISPLAY

NAME:JAMES  
ENTER/PRESS SET TO END

NAME:JAMES  
MARK- !"#\$%&'()\*+,-./

NAME:JAMES &  
MARK- !"#\$%&'()\*+,-./

NAME:JAMES &  
ENTER/PRESS SET TO END

## TELEPHONE FUNCTION SETTINGS

### 4. TELEPHONE FUNCTION SETTINGS

There are some settings, such as the date and time, you should make to your fax machine before you begin using it. Once entered, these settings will remain in the machine until you change them. You can begin customizing the settings by pressing **FUNCTION** on the control panel. This activates the function mode and On - Screen Programming prompts. You can complete a variety of settings in this mode.

#### *Setting the Dialing Mode (Tone/Pulse)*

Your fax machine supports both tone (or multi-frequency) and pulse (or rotary) dialing. It is initially set to TONE, so you do not need to change the setting if you use that kind of line. If you are using a pulse dial line, you can change the setting to PULSE by following the steps below:

##### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.  
You will see scrolling options on the display.  
You can choose one.
3. Press **5**.
4. Press **1**.  
After two seconds you will be automatically prompted to select pulse or tone.
5. Press **←** (left arrow) or **→** (right arrow) to find the dialing mode that matches your telephone line.  
Example: PULSE.
6. Press **SET**.
7. Press **STOP** to return to date and time.

##### STATUS OF LCD DISPLAY

01/01/1994 00:00  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

1. SET TONE/PULSE DIAL  
PRESS STOP TO CANCEL

DIAL METHOD : TONE  
SELECT < > & SET KEY

DIAL METHOD : PULSE  
SELECT < > & SET KEY

1. SET TONE/PULSE DIAL  
2. SET RING DELAY

#### *Setting the Beeper Sound Level*

If the beeper setting is LOW or HIGH, it will "beep" every time you press a key, make an error, or at the end of sending or receiving a fax.

The initial setting on your fax machine for the beeper is LOW. If you do not want the beeper on, select OFF, and if you want it loud, select HIGH.



## TELEPHONE FUNCTION SETTINGS

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **2**.
5. Press **←** (left arrow) or **→** (right arrow) until you get the setting you want.  
Example: OFF.
6. Press **SET**.
7. Press **STOP** to return to date and time.

### STATUS OF LCD DISPLAY

01/01/1994 00:00  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. USER OPTIONS  
PRESS STOP TO CANCEL

2. BEEPER  
PRESS STOP TO CANCEL

BEEPER : LOW  
SELECT < > & SET KEY

BEEPER : OFF  
SELECT < > & SET KEY

2. BEEPER  
3. COVERPAGE

### *Setting the Date and Time*

Your fax machine shows the date and time on the display and prints the date and time on every fax pages you send. You can set the date and time in function mode.

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **1**.
5. Enter the last two digits of the year.  
Example: **93**.
6. Enter two digits for the month. (JAN. = 01, OCT. = 10, etc.)  
Example: **09**.

### STATUS OF LCD DISPLAY

01/01/1994 00:00  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6. SETUP SYSTEM  
PRESS STOP TO CANCEL

1. SET DATE AND TIME  
PRESS STOP TO CANCEL

YEAR : XX  
ENTER & SET KEY

YEAR : 93  
ENTER & SET KEY

MONTH : XX  
ENTER & SET KEY

MONTH : 09  
ENTER & SET KEY

## TELEPHONE FUNCTION SETTINGS

7. Enter two digits for the day.

Example: 12.

DAY : XX  
ENTER & SET KEY

DAY : 12  
ENTER & SET KEY

8. Enter the time in 24-hour format.

Example: 15:25 (3:25 P.M.).

TIME : XX:XX  
ENTER & SET KEY

TIME : 15:25  
ENTER & SET KEY

9. Wait for two seconds.

1. SET DATE AND TIME  
2. SET DAILY JOB TIMER

10. Press **STOP** to exit and view the new date and time.

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

### Setting the Station ID

The Station ID is for identification purposes. Here you can store your name, fax number, and telephone number. Your machine then prints this information on the electronic Cover Page and every fax page you send.

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **4**.  
You will then be prompted to enter your fax number.
5. Enter your fax number (up to 20 digits).  
Example: 4155554444.
6. Press **SET**.  
You will now be prompted to enter your telephone number.
7. Enter your telephone number (up to 20 digits).  
If your telephone number and fax number share the same line, enter the same number again.  
Example: 4155554445.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6. SETUP SYSTEM  
PRESS STOP TO CANCEL

4. SET STATION ID  
PRESS STOP TO CANCEL

FAX: \_\_\_\_\_  
ENTER & SET KEY

FAX: 4155554444  
ENTER & SET KEY

TEL: \_\_\_\_\_  
ENTER & SET KEY

TEL: 4155554445  
ENTER & SET KEY

## TELEPHONE FUNCTION SETTINGS

8. Press **SET**.

You will be prompted to enter name or company's name.

NAME:  
ENTER/PRESS SET TO END

9. Enter the name by using the number keys (up to 20 characters).

Example: **BROTHER**.

Refer to the section "How to Enter Text in the Function Mode" on the page 3-5, 6.

NAME: BROTHER  
ENTER/PRESS SET TO END

10. Press **SET** to confirm the entry.

4. SET STATION ID  
5. FAX REMOTE CODE

11. Press **STOP** to return to date and time.

- Helpful Hints**
1. The telephone number which you stored above is only used for the Call Back Message and the Cover Page features.
  2. If you do not enter a fax number, no additional information can be entered.
  3. When you enter a space, use → (right arrow) . Then it will be registered as a blank space, "\_".

### NOTICE

The Telephone Consumer Protection Act, of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machines or such business, other entity, or individual.

In order program this information into your fax machine, you should complete the steps of the previous page.

### ***Storing One-Touch Dial Numbers***

You can dial numbers automatically by storing telephone or fax numbers as One-Touch dial numbers. You can also store names with the numbers so that when you call, you can verify the destination on the display. You can store a maximum of 20 phone numbers for FAX-900 (01-20) and 60 phone numbers for FAX-950M/980M (01-60). To use 31 to 60 One - Touch number locations (FAX-950M/980M) , you need to press **SHIFT**. For example, One - Touch location "31" is accessed by pressing **SHIFT** + One-Touch "01" simultaneously. Here is how to store a telephone number as a One-Touch dial number:

## TELEPHONE FUNCTION SETTINGS

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **3**.
4. Press **1**.
5. Press one of the One-Touch keys, you want to use to store a number.  
Example: One-Touch **05**.
6. Enter the number (up to 20 digits).  
Example: **4155551212**.
7. Press **SET**.  
You then will be prompt to enter the name or company associated with this number.
8. Enter the name by using the number keys (up to 17 characters).  
Example: NJ OFFICE.  
(See pages 3-5 and 3-6 for how to enter text.)
9. Press **SET**.
10. Select the type of number (FAX, TEL, F/T or CHAIN) by using ← (left arrow) or → (right arrow) to display the type you want.  
(See For Your Information of next page.)  
Example: FAX.
11. Press **SET**.
12. Return to step 5 to enter another number, or press **STOP** to return to date and time.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

3. SET AUTO DIAL  
PRESS STOP TO CANCEL

1. SETUP ONE-TOUCH DIAL  
PRESS STOP TO CANCEL

SETUP ONE-TOUCH DIAL  
SELECT ONE-TOUCH KEY

\*05:  
ENTER & SET KEY

\*05:4155551212  
ENTER & SET KEY

NAME:  
ENTER/PRESS SET TO END

NAME: NJ OFFICE  
ENTER/PRESS SET TO END

TYPE OF NUMBER : FAX  
SELECT < > & SET KEY

TYPE OF NUMBER : FAX  
SELECT < > & SET KEY

SETUP ONE-TOUCH DIAL  
SELECT ONE-TOUCH KEY

### Helpful Hints

If you have to wait for a dial tone when you get access to the outside line, you should use **PAUSE/REDIAL**. When you press **PAUSE/REDIAL**, a dash “-” will appear on the display. By storing the numbers with a pause, you can create a delay of 3.5 seconds.

## FOR YOUR INFORMATION

***Types of Numbers***

When you store a number as a One-Touch or as a Speed-Dial number, you have a choice of choosing what type of number it is. There are 4 options:

1. FAX (A fax number).
2. TEL (A telephone number).
3. F/T (Both a fax number and a telephone number)
4. CHAIN (A number, usually an access code, for chain dialing).

***Chain Dialing***

Sometimes you may want to choose from among several long-distance carriers when you make a call. This is because rates may vary depending on the time and destination. To take advantage of low rates, you can register the access code of a long-distance carrier as a One-Touch or a Speed-Dial number for chain dialing. To do this, you store the access code as you would a regular number and register it as a "chain" number. (See the step 10 of page 4-5.) Then, when you want to make a call, you use this number in combination with the regular number, which also may be a One-Touch or a Speed-Dial number.

You can start a chain dialing call by pressing a One-Touch key or **SPD. DIAL** and the two digits that has an access code. Next you press another One-Touch key or **SPD. DIAL** and the two digits which has the regular phone number or press the number manually, and then press **START** to begin calling.

## TELEPHONE FUNCTION SETTINGS

### *Storing Speed-Dial Numbers*

When you store a phone or fax number as a Speed-Dial number, you need to enter **two digits number**, from 01 to 40 for FAX-900 and from 01 to 00 for FAX-950M/980M using the number keys. For example, you cannot enter "5". You need to enter "0", "5". You can store as many as 40 numbers (FAX-900) or 100 numbers (FAX-950M/980M) as Speed-Dial numbers.

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **3**.
4. Press **2**.
5. Use the number keys to enter two digits number.  
Example: **05**.
6. Enter the number (up to 20 digits).  
Example: **5555151**.
7. Press **SET**.  
You then will be prompted to enter the name or company associated with this number.
8. Use the number keys to enter a name (up to 15 characters).  
Example: **MANCHESTER**.  
(See pages 3-5 and 3-6 for how to enter text.)
9. Press **SET**.
10. Select the type of number (FAX, TEL, F/T or CHAIN) by using **←** (left arrow) or **→** (right arrow) to display the type you want.  
Example: **TEL**.
11. Press **SET**.
12. You are ready to enter another Speed-Dial number, or press **STOP** to return to date and time.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

3. SET AUTO DIAL  
PRESS STOP TO CANCEL

2. SETUP SPEED-DIAL  
PRESS STOP TO CANCEL

SETUP SPEED-DIAL : #  
ENTER & SET KEY

SETUP SPEED-DIAL : #05  
ENTER & SET KEY

#05:  
ENTER & SET KEY

#05:5555151  
ENTER & SET KEY

NAME:  
ENTER/PRESS SET TO END

NAME:MANCHESTER  
ENTER/PRESS SET TO END

TYPE OF NUMBER : FAX  
SELECT < > & SET KEY

TYPE OF NUMBER : TEL  
SELECT < > & SET KEY

SETUP SPEED-DIAL : #  
ENTER & SET KEY

## TELEPHONE FUNCTION SETTINGS

- Helpful Hints**
1. Print out the All Dial List to make sure you have stored the correct numbers.  
(See page 11-2.) This list will contain the type of number: FAX, TEL, or F/T.
  2. Even if there should be a loss of electrical power to your fax machine, the telephone and fax numbers you have stored will not be lost.

### FOR YOUR INFORMATION

#### ***When You Wish to Change to the Store One-Touch and Speed Dial Numbers (During Step 5 on Page 4-5, 7)***

When you press the One-Touch key or Speed-Dial number, if it is already in use, you will be asked if you wish to change it or exit and select a different One-Touch or Speed-Dial number. This display does not appear if the One-Touch key or Speed-Dial you chose is not assigned.

1. Press **1** to assign a new number to the One-Touch key or Speed-Dial, or press **2** to choose a different One-Touch key or Speed-Dial.



\*05:NJ OFFICE  
CHANGE ? 1.YES 2.NO

2. If you are replacing an existing number with a new one, the old number and name will appear in the display. Press **CLEAR** to erase the old number and name. Then, enter the new number and name and press **SET** to store the entry.

#### ***Memory Storage***

Your fax machine is equipped with an internal battery that will keep it working for up to two hours after power has been cut off. After that time, the date and time will be lost and you will have to re-enter the information. All other settings in the **USERS OPTIONS** and **SETUP SYSTEM** functions are stored permanently and will be retained even in the event of a power failure.

- Helpful Hints**
1. If your fax machine is connected to a PBX, you may need to insert an additional number before each fax or telephone number to get access to the outside line.



### 5. USING THE UNIT AS A TELEPHONE

Your fax machine can be used to make regular telephone calls. You can dial numbers manually, by pressing the number keys, or by using One-Touch or Speed-Dialing.

#### *Manual Dialing*

---

1. Pick up the handset, or press **HOOK**.
2. When you hear the dial tone, you can begin dialing by pressing the number keys.
3. If you used **HOOK**, pick up the handset when the call is answered.

#### *One-Touch Dialing*

---

1. Pick up the handset, or press **HOOK**.
2. When you hear the dial tone, press the desired **One-Touch** key.
3. If you used **HOOK**, pick up the handset when the call is answered.

If you try to use a One-Touch number that has not been registered, you will hear a warning sound and the display will carry a message reading, "NOT REGISTERED". The display will return to normal after 2 seconds.

#### *Speed Dialing*

---

1. Pick up the handset or press **HOOK**.
2. When you hear the dial tone, press **SPD. DIAL** and then the two digit Speed-Dial number.
3. If you used **HOOK**, pick up the handset when the call is answered.

#### FOR YOUR INFORMATION

##### *Using Keys with the Telephone*

---

- Use **PAUSE / REDIAL** for putting a pause between numbers.
- Use **HOLD** to put a call on hold. You can put down the handset without disconnecting the call
- Use **#** to switch the dialing type to "tone" from "pulse". This key is also used for push-button services, such as those offered by banks, credit card companies, or paging services.

##### *On Hook Dialing*

---

When you make a call using **HOOK**, you can listen to the other end of the line, but they can't hear you unless you pick up the handset. Also, if you press **HOOK** a second time, the call will be disconnected.

## ***Telephone Index***

Once you have registered a name and number as a One-Touch number or as a Speed Dial number, you can alphabetically find where things are with the Telephone Index. You can also dial a number directly from the Telephone Index.

### **KEYS TO BE PRESSED**

1. Press **TEL.INDEX**.
2. Press ← (left arrow) or → (right arrow) or use the number keys to input the first character of the stored name, to find the name.  
Example: input the first character "N".
3. Pick up the handset, or press **HOOK**.
4. Press **START** to begin dialing. Return the handset to its cradle or press **HOOK** to cancel the call.

### **STATUS OF LCD DISPLAY**

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

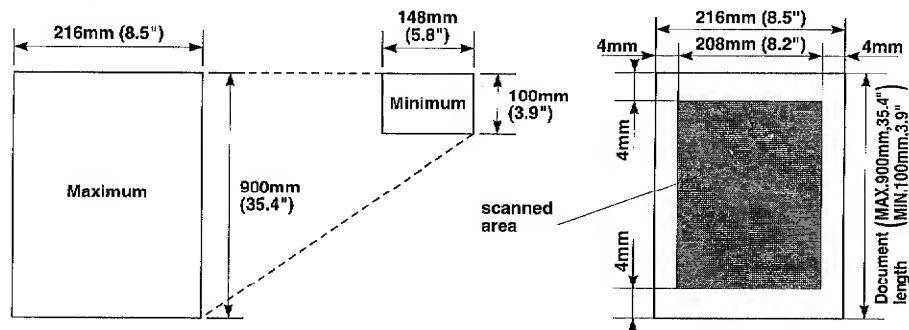
TEL.INDEX  
ENTER CHARACTER

N/NO OFFICE  
SELECT < > & START

## 6. SENDING FAXES

### A) BASIC FAX TRANSMISSIONS

#### *The Size of Your Documents*

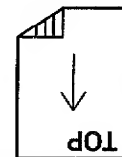


The size of the documents you want to send by fax should not be larger (or smaller) than what your fax machine can accommodate. The documents should each be between 148 and 216 mm (5.8 and 8.5 inches) wide and between 100 and 900 mm (3.9 and 35.4 inches) long.

The maximum width of the scanned area is 208 mm (8.2 inch).

#### *How to Set the Document*

To send a fax, first insert the document you wish to send, face down, in the document feeder. The top edge of the document should go in first, or the fax will be received up side-down.

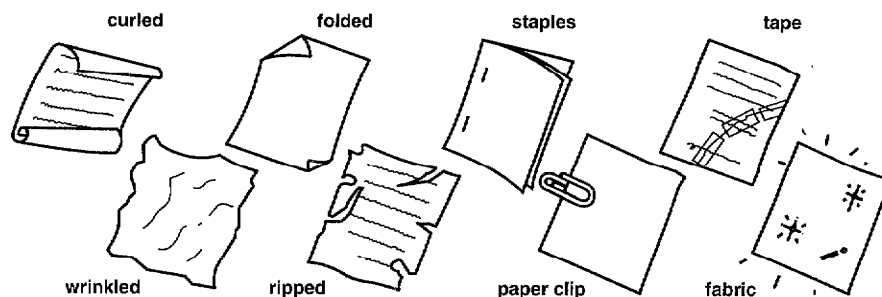


To prevent the document from skewing as it is fed, adjust the paper guides to fit the width of the document.

#### NOTICE

##### *About the Documents You Send...*

Do not use documents that are curled, wrinkled, folded, ripped, or that contain staples, paper clips, paste, or tape. Also, do not use cardboard, newspaper, or fabric.



## The Auto Document Feeder (ADF)

The Auto Document Feeder (ADF) automatically feeds documents (**up to 30 pages**) into the fax machine, one at a time. The thickness and weight of the documents should fall into the following categories:

**Thickness:** For one sheet: 0.07 to 0.12 mm ( $2.8 \times 10^{-3}$  to  $4.7 \times 10^{-3}$  inches).  
For multiple sheets: 0.07 to 0.10 mm ( $2.8 \times 10^{-3}$  to  $3.9 \times 10^{-3}$  inches).

**Weight:** For one sheet: 52 to 85 g/m<sup>2</sup> ( $0.07 \times 10^{-3}$  to  $0.121 \times 10^{-3}$  lbs/inch<sup>2</sup>).  
For multiple sheets: 52 to 80 g/m<sup>2</sup> ( $0.07 \times 10^{-3}$  to  $0.114 \times 10^{-3}$  lbs/inch<sup>2</sup>).

As a reference, please note that the paper on which this is printed has the following thickness and weight:

Thickness: 0.10mm ( $3.9 \times 10^{-3}$  inches)

Weight: 80g/m<sup>2</sup> ( $0.114 \times 10^{-3}$  lbs/inch<sup>2</sup>)

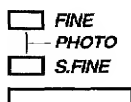
Before inserting documents into the document feeder, make sure the documents are not stuck to each other, and fan the sheets of paper before you put them in. Make sure you always put the documents in *face down*.

## Getting Ready to Send Faxes

### Resolution

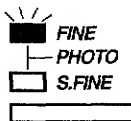
You can choose a setting (STANDARD, FINE, SUPERFINE, or PHOTO) for the resolution any time before you press **START** or **COPY**. You can choose a setting by pressing the Resolution key. ( ☐ means light off. ☒ means light on.)

#### STANDARD



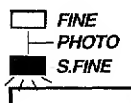
The STANDARD resolution can be used for most typewritten text. When the STANDARD setting is on, both lights are off. Transmission speed is normal.

#### FINE



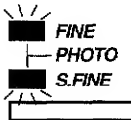
The FINE resolution is an ideal setting to use if you want to send documents that have small print. When the FINE setting is on, the FINE light will be lit. Transmission speed is slower than STANDARD.

#### SUPERFINE



The SUPERFINE resolution is a good setting to use for documents with very small print or artwork. When the SUPERFINE setting is on, the S. FINE light will be lit. Transmission speed is slower than FINE.

#### PHOTO



The PHOTO resolution is ideal for sending documents that have varying shades of gray, such as photographs. The PHOTO setting is on when both lights are lit. Transmission speed is slower than FINE.

To set resolution per page, refer to Multiple Resolution Transmission on page 6-10.

### Contrast

The fax machine has automatic contrast control, but if you need to send a document that is very light or very dark, you may want to set the contrast yourself.

## SENDING FAXES *BASIC FAX TRANSMISSIONS*

Use **SUPER LIGHT** to send a very light document.  
Use **SUPER DARK** to send a very dark document.

### KEYS TO BE PRESSED

1. Insert the documents face down in the feeder.
2. Press **CURRENT SETTING**.
3. Press **1**.
4. Use **←** (left arrow) or **→** (right arrow) to select one of the settings, **AUTO**, **S.LIGHT**, or **S. DARK**.  
Example: **S. LIGHT**.
5. Press **PUSH** and open the cover.
6. Press **SET**.
7. Press **STOP** to exit.

Then start fax sending operation below or copy (page 8-1).

### STATUS OF LCD DISPLAY

09/12/1993 15 : 25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY : PRESS COPY KEY

USE < > TO SCROLL  
ENTER NO. & SET KEY

1. CONTRAST  
PRESS STOP TO CANCEL

CONTRAST : AUTO  
SELECT < > & SET KEY

CONTRAST: S. LIGHT  
SELECT < > & SET KEY

1. CONTRAST  
2. RESOLUTION

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

### *Sending a Fax Automatically*

### KEYS TO BE PRESSED

1. Insert the documents face down in the feeder.
2. Enter the fax number.  
Example: One-Touch dialing.
3. Press **START**.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

\*05  
NJ OFFICE

NJ OFFICE  
DIALING

NJ OFFICE  
SENDING P.01

## *Sending a Fax Manually*

### KEYS TO BE PRESSED

1. Insert the documents face down in the feeder.
2. Pick up the handset or press **HOOK** and listen for the dial tone.
3. Dial the fax number.  
You can use manual dialing, One-Touch dialing, or Speed-Dialing, or Tel-Index.
4. When you hear a fax tone, press **START**.  
Your fax machine will begin sending the documents.
5. Return the handset to its cradle, if you did not use **HOOK**.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

ENTER NO. & START

\*05  
NJ OFFICE

NJ OFFICE  
SENDING P.01

### FOR YOUR INFORMATION

#### *Dialing a Number*

There are several ways to dial a number. When you dial, you can check the display to see who you are calling. Choose one of the following dialing methods:

- 1) Manual Dialing  
Dial the fax number by pressing the number keys, then press **START**.
- 2) One-Touch Dialing  
Press one of the One-Touch keys. (The numbers must be stored beforehand. See page 4-4.) Then press **START**.
- 3) Speed-Dialing  
Press **SPD. DIAL**, then use the number keys to enter a two digit code.  
For example, press "0", "5" for 05. (The numbers must be stored beforehand. See page 4-7.) Then press **START**.
- 4) Telephone Index  
You can use the Tel-Index to make telephone or fax calls. (See page 5-2.)

#### *Talking to the Other Party When Sending a Fax*

When you are sending a fax manually and you hear recipient's voice instead of fax tones, you can use the handset to have a conversation. When or if you want to then send a fax, ask the person on the other line to press **START** on his/her fax machine and when you hear fax tones you can press **START** to begin sending your fax.

## *Automatic and Manual Re-dialing*

If a number you have dialed is busy or your call did not go through for some other reason, you can re-dial that number. There are two ways for re-dialing, "automatic" and "manual." Automatic re-dialing can only be used for faxes that were sent using automatic transmission — **not for telephone calls**. The factory setting is "auto re-dial on", but you can change it to "auto re-dial off", if needed. If the re-dial function is set on "auto re-dial on", it will automatically re-dial the number 3 times at 5 minute intervals before giving up. Whether the setting is on or off, the fax machine will re-dial the number when you press **PAUSE/REDIAL** (manual re-dialing).

## *Setting the Auto Re-dial*

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **3**.
5. Use **←** (left arrow) or **→** (right arrow) to turn the auto re-dial function **ON** or **OFF**.  
Example: **OFF**.
6. Press **SET**.
7. Press **STOP** to exit.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

3. AUTO REDIAL  
PRESS STOP TO CANCEL

AUTO REDIAL : ON  
SELECT < > & SET KEY

AUTO REDIAL : OFF  
SELECT < > & SET KEY

3. AUTO REDIAL  
4. SPEAKER VOLUME

### FOR YOUR INFORMATION

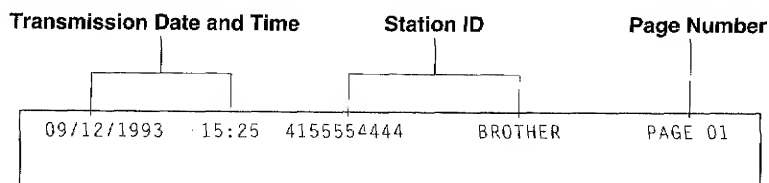
#### *Possible Settings When You Send a Fax Manually*

- Resolution (See page 6-2, 6-10.)
- Contrast (See page 6-3.)
- Cover Page (See page 6-12.)
- Overseas Mode (See page 6-9.)
- Call Reservation (See page 6-15.)

## FOR YOUR INFORMATION

**Printing Page Headers**

Your fax machine can print a page header on top of every document you send. It is printed on the receiving party's fax paper. It contains the date and time of transmission, your fax number and name (Station ID), and page number. Of course you need to register your Station ID beforehand for that information to be available.

**Delayed Transmission**

You can set the timer to send documents at a later time (up to 24 hours later). Your fax machine will also produce a report the "Delayed Sending Report", after the fax is sent.

**KEYS TO BE PRESSED**

1. Insert the documents into the feeder.
2. Press **TIMER**.
3. Enter the time in 24-hour format using the number keys.  
Example: **19:45** (7:45 P.M.).
4. Enter the fax number.
5. Press **START**.  
The fax machine waits until the specified time to call.

**STATUS OF LCD DISPLAY**

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

SET TIME = 00:00  
ENTER & SET KEY

SET TIME = 19:45  
ENTER & SET KEY

19:45  
ENTER NO. & START

\*05  
NJ OFFICE

09/12/1993 15:26  
TIMER WAITING 19:45



## *Setting the Daily Timer (for Delayed Transmissions)*

The Daily Timer function lets you send a fax at a set time every day. This is handy for sending delayed jobs that must go out at the same time daily. Once you make this setting, you don't have to enter the time everyday. You just press **TIMER**, the number and **SET** if you want to send.

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **2**.
5. Enter the time in 24-hour format using the number keys.  
Example: **19:45** (7:45 P.M.).
6. Wait for two seconds.
7. Press **STOP** to exit.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6. SETUP SYSTEM  
PRESS STOP TO CANCEL

2. SET DAILY JOB TIMER  
PRESS STOP TO CANCEL

DAILY JOB TIMER : 00:00  
ENTER & SET KEY

DAILY JOB TIMER : 19:45  
ENTER & SET KEY

2. SET DAILY JOB TIMER  
3. ACT. REPORT INTERVAL

## *Interrupting the Timer and Polled Job*

You can send a fax without canceling the timer (see page 6-8) or polled waiting (see page 9-2) with document in the feeder by "interrupting" it. When you interrupt the timer to send a "new" set of documents, the fax machine does not automatically re-dial the number if it is busy. Also, you cannot use the function mode when you are interrupting the timer.

Example: **TIMER WAITING** with document in the feeder.

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **INTERRUPT**.
3. Remove documents from the fax machine.
4. Place "new" documents into the feeder.
5. Enter the new number to send the documents then press **START**.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
TIMER WAITING 19:45

INTERRUPT  
REMOVE DOCUMENT

INTERRUPT  
FAX/COPY: INSERT DOCUMENT

FAX OR COPY  
INTERRUPT TO RESET

NJ OFFICE  
DIALING

6. After the transmission is finished, place the "old" documents back into the feeder.
7. Press **INTERRUPT** to restore the timer.

FAX OR COPY  
INTERRUPT TO RESET

09/12/1993 15:25  
TIMER WAITING 19:45

### ***Canceling the Job***

Use the cancel job function to permanently remove scheduled tasks such as polling or polled job (see page 9-1) and timer job (see page 6-6) from your fax machine.

For example: TIMER WAITING.

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **1**.  
Any waiting jobs that have been setup will appear in the display.
4. Use **←** (left arrow) or **→** (right arrow) to select the job you wish to cancel.
5. Press **SET**.
6. Press **1** to cancel the selected job, or **2** to exit without canceling.  
If **1** is selected, the job will be canceled and the next job in the queue will appear in the display.
7. To cancel the next job, press **1** again.  
To exit, simply press **2**.  
In the event that no jobs are waiting to be processed, a "NO JOB WAITING" message will appear in the display.
8. Press **STOP** to exit.

#### **STATUS OF LCD DISPLAY**

09/12/1993 15:25  
TIMER WAITING 19:45

USE < > TO SCROLL  
ENTER NO. & SET KEY

1.CANCEL JOB  
PRESS STOP TO CANCEL

19:45 NJ OFFICE  
SELECT < > & SET KEY

19:45 NJ OFFICE  
CANCEL ? 1.YES 2.NO

## B) FAX TRANSMISSION OPTIONS

### *Setting the Overseas Mode*

Using the Overseas mode is an efficient way to send faxes overseas. If you experience difficulty with sending faxes overseas, you may want to use the overseas mode.

#### KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **CURRENT SETTING**.
3. Press **3**.
4. Press **←** (left arrow) or **→** (right arrow) to switch to ON.
5. Press **PUSH** and open the cover.
6. Press **SET**.
7. Press **STOP** to exit.
8. Then start the fax sending operation.  
(See page 6-3.)  
After sending your fax, the machine will revert to OFF.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

USE < > TO SCROLL  
ENTER NO. & SET KEY

3.OVERSEAS MODE  
PRESS STOP TO CANCEL

OVERSEAS MODE : OFF  
SELECT < > & SET KEY

OVERSEAS MODE : ON  
SELECT < > & SET KEY

3.OVERSEAS MODE  
4.PASSWORD TRANSMISSION

ENTER NO. & START

### Setting Your Fax Machine for Multiple Resolution Transmission

You can set the resolution of the documents you send by pressing the Resolution key. Once you set the resolution, all the pages will be sent with the same resolution. However, there may be times when you want to send some pages with one type of resolution, such as "standard", and other pages in another resolution, such as "photo". If you send all pages in photo resolution, for instance, it would take a great deal of time. It would be nice if you could specify what pages are to be sent with what resolution to minimize transmission time. You are in luck because you can make such a setting using the **CURRENT SETTINGS** function.

#### KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **CURRENT SETTING**.
3. Press **2**.
4. Press **←** (left arrow) or **→** (right arrow) to find the resolution you want for the page in your documents.  
Example: FINE.
5. Press **PUSH** and open the cover.
6. Press **SET**.  
Return to step 4 for setting the resolution for page 2 and the following pages.
7. When you finished setting the resolution for all your pages, press **STOP**.
8. Enter the fax number.
9. Press **START**.  
The resolution will revert to **STANDARD** after the documents have been sent.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

USE < > TO SCROLL  
ENTER NO. & SET KEY

2. RESOLUTION  
PRESS STOP TO CANCEL

PAGE 01 : STANDARD  
SELECT < > & SET KEY

PAGE 01 : FINE  
SELECT < > & SET KEY

PAGE 02 : FINE  
SELECT < > & SET KEY

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

## *Gray Scale*

You can set initial gray scale level either 16 or 32. The initial setting is 32. This is effective to sending photographs. Even if you want to send a document with 32 level photo mode, if the receiving machine does not have super fine mode, the machine will fall back to 16 level automatically.

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **4**.
5. Press **←** (left arrow) or **→** (right arrow) to choose either 16 or 32.  
Example: **16**.
6. Press **SET**.
7. Press **STOP** to exit.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. USER OPTIONS  
PRESS STOP TO CANCEL

4. GRAY SCALE  
PRESS STOP TO CANCEL

GRAY SCALE : 32  
SELECT < > & SET KEY

GRAY SCALE : 16  
SELECT < > & SET KEY

4. GRAY SCALE  
5. PRINT REDUCTION

### FOR YOUR INFORMATION

#### *About Resolutions...*

Your fax machine can see only in black and white, so when you send a color photograph, even with photo resolution, different colors may appear as the same shade of gray on the receiving fax.

### ***Sending a Fax with a Cover Page***

An automatic Cover Page will allow you to send details of who the fax is going to, who it is from and when it was sent. This is what the Cover Page looks like:

09/12/1993 15:25	
=== COVER PAGE ===	
TO:	NJ OFFICE (1)
FAX:	4155551212
FROM:	BROTHER (2)
FAX:	4155554444
TEL:	4155554445
	02 PAGE[S] TO FOLLOW (3)
COMMENT:	PLEASE CALL (4)

- (1) The "TO" information comes from the One-Touch or the Speed-Dial memory. If you are dialing manually, the name of the destination will be left blank.
- (2) The "FROM" information comes from the Station ID.
- (3) The number of pages you are sending.
- (4) Your comments. You may customize comments.

#### FOR YOUR INFORMATION

##### ***The Comments Section on the Cover Page***

You can choose from among 6 options. The first option is to send no comment at all. The next 3 are built-in comments, and the last two are ones you can set yourself. (For more information see page 6-14.)

- 1. COMMENT OFF
- 2. PLEASE CALL
- 3. URGENT
- 4. CONFIDENTIAL
- 5. (Your own customized comment).
- 6. (Your own customized comment).

## KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **COVERPAGE**.
3. Use ← (left arrow) or → (right arrow) to select the comment you want.  
Example: 2.PLESE CALL.
4. Press **PUSH** and open the cover.
5. Press **SET**.
6. Enter the number of pages you are sending. (Enter "0", "0" to leave the number of pages blank.)  
The Cover Page light should come on.
7. Enter the fax number and press **START**.

## STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

1.COMMENT OFF  
SELECT < > & SET KEY

2.PLEASE CALL  
SELECT < > & SET KEY

TOTAL PAGES ? : 00  
ENTER & SET KEY

ENTER NO. & START

NJ OFFICE  
SENDING COVERPAGE

## Setting Cover Page ON/OFF

If you often send an automatic Cover Page, you can set it to ON to avoid having to set up the details of the Cover Page each time. Here is how you can switch the setting for the automatic Cover Page to ON or OFF:

## KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **3**.
5. Press ← (left arrow) or → (right arrow) to choose ON or OFF.  
Example: ON.
6. Press **SET**.

## STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4.USER OPTIONS  
PRESS STOP TO CANCEL

3.COVERPAGE  
PRESS STOP TO CANCEL

COVERPAGE : OFF  
SELECT < > & SET KEY

COVERPAGE : ON  
SELECT < > & SET KEY

1.COMMENT OFF  
SELECT < > & SET KEY



- If you selected ON, you need to select a comment, by pressing ← (left arrow) or → (right arrow).  
Example: 2.PLEASE CALL.

2. PLEASE CALL  
SELECT < > & SET KEY

- Press **SET**.  
The Cover Page light should come on.

3. COVERPAGE  
4. GRAY SCALE

- Press **STOP** to exit.

## FOR YOUR INFORMATION

### *Sending an Automatic Cover Page*

If you have the Cover Page ON/OFF setting to ON, the total number of pages will not be printed on the Cover Page. Also, the comment you selected when you set it to ON will be printed on all the Cover Pages you send.

**Helpful Hints** Even if the Cover Page ON/OFF setting is ON, you can avoid sending an electrical Cover Page by pressing **COVERPAGE** once.  
You can turn off the Cover Page light by pressing **COVERPAGE**.

## Customizing Your Cover Page Comment

### KEYS TO BE PRESSED

- Press **PUSH** and open the cover.
- Press **FUNCTION**.
- Press **6**.
- Press **6**.
- Press ← (left arrow) or → (right arrow) to select 5 or 6 where you wish to store a comment.  
Example: 5.
- Press **SET**.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6. SETUP SYSTEM  
PRESS STOP TO CANCEL

6. SET COVERPAGE  
PRESS STOP TO CANCEL

5.  
SELECT < > & SET KEY

5.  
SELECT < > & SET KEY

5.  
ENTER/PRESS SET TO END



## SENDING FAXES *FAX TRANSMISSION OPTIONS*

7. Enter your customized comment by using the number keys (up to 27 characters).

(See page 3-5 for more details.)

Example: TOP SECRET.

5. TOP SECRET  
ENTER/PRESS SET TO END

8. Press **SET**.

6. SET COVERPAGE  
7. SET RECEIVE PASSWORD

9. Press **STOP** to exit.

### ***Sending a Fax with Call Reservation***

You can send a fax and then talk to the recipient using the Call Reservation feature. When your fax has been printed on the receiving end, the receiving fax machine will ring as if it were receiving a telephone call. If the recipient picks up the handset, your fax machine will ring. Then you can pick up your handset and start a conversation. If the recipient does not pick up the handset when the Call Reservation function is ON, your fax machine will leave a fax message to have them call you back if you have the CALL BACK MESSAGE set to ON.

#### **KEYS TO BE PRESSED**

1. Insert the documents into the feeder.
2. Press **CALL**.
3. Use **←** (left arrow) or **→** (right arrow) to select Call Back Message ON or OFF.  
Example: Call Back Message ON.
4. Press **PUSH** and open the cover.
5. Press **SET**.  
The call light should come on.
6. Enter the fax number, then press **START**.
7. Pick up your handset if it rings.

#### **STATUS OF LCD DISPLAY**

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY : PRESS COPY KEY

CALL BACK MSG. : ON  
SELECT < > & SET KEY

CALL BACK MSG. : ON  
SELECT < > & SET KEY

ENTER NO. & START

NO OFFICE  
DIALING

09/12/1993 15:25

=== CALL BACK MESSAGE ===

TO: NJ OFFICE

FAX: 4155551212

FROM: BROTHER

PLEASE CALL AT [TEL] 4155554445

[FAX] 4155554444

#### FOR YOUR INFORMATION

##### *Using the Call Reservation Function*


1. There are some fax machines that will not respond to this function.
2. When it is auto re-dialing, you cannot use the Call Reservation function, but if Call Back Message is ON, your fax machine will leave a Call Back Message to have the other party call you back.
3. You cannot use Call Reservation with the timer or with the polling function.

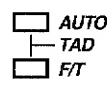
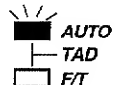
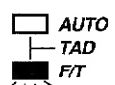
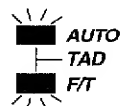
# RECEIVING FAXES AND OTHER CALLS

## 7. RECEIVING FAXES AND OTHER CALLS

### Selecting an Answer Mode

There are 4 answer modes for your fax machine. You can choose one by pressing the Answer Mode key repeatedly until you find the mode you want. Choose one that suits your needs. If you need more information about a particular mode, refer to the page number given.

(☐ means light off.  means light on.)

Answer Mode		For	See Page
1. <b>MANUAL</b>		Answers each call manually. Mainly use for telephone.	7-2
If you want to answer each incoming call, choose MANUAL mode.			
2. <b>AUTO</b>		Dedicated fax use. Telephone line and fax line are separate.	7-2
If you use your telephone line exclusively for sending and receiving faxes, you may want to use AUTO mode. In this mode, you can receive all your incoming faxes automatically.			
3. <b>F/T</b>		Both fax and telephone use. When you share one line for your telephone and fax machine.	7-3
If you want to use your telephone line for both fax and telephone, you may want to choose F/T mode. In F/T mode, your fax machine will answer incoming faxes automatically.			
4. <b>TAD</b>		Use with external TAD (Telephone Answering Device). When you are not at home.	7-6

When you want to use your fax machine together with your telephone answering machine, choose TAD mode.

## RECEIVING FAXES AND OTHER CALLS

### ***Manual Reception (MANUAL mode)***

When you set the Answer Mode to manual, you can answer each incoming call yourself. Here is what you should do when using MANUAL Mode:

If You Get a...	Then You Should...
1. Regular phone call	Talk as you normally would.
2. Phone call and request to send a fax	Press <b>START</b> after finishing talking, and replace the handset. Note : Sender must also press <b>START</b> .
3. Fax tone...	Press <b>START</b> , and replace the handset.

### ***Automatic Fax Reception (AUTO mode)***

You can automatically receive all your faxes in Automatic Fax Reception mode (AUTO mode). Select this mode by pressing the Answer Mode key.

### ***Setting the Ring Delay***

You can set up the number of rings before the fax machine will receive automatically in AUTO mode and F/T mode.

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **2**.
5. Press **←** (left arrow) or **→** (right arrow) repeatedly until you find the number of rings you want.  
  
Example: **00**.  
When you set 00, you can receive your incoming faxes without any ring delays.
6. Press **SET**.
7. Press **STOP** to exit.

#### **STATUS OF LCD DISPLAY**

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

2. SET RING DELAY  
PRESS STOP TO CANCEL

RING DELAY : 02  
SELECT < > & SET KEY

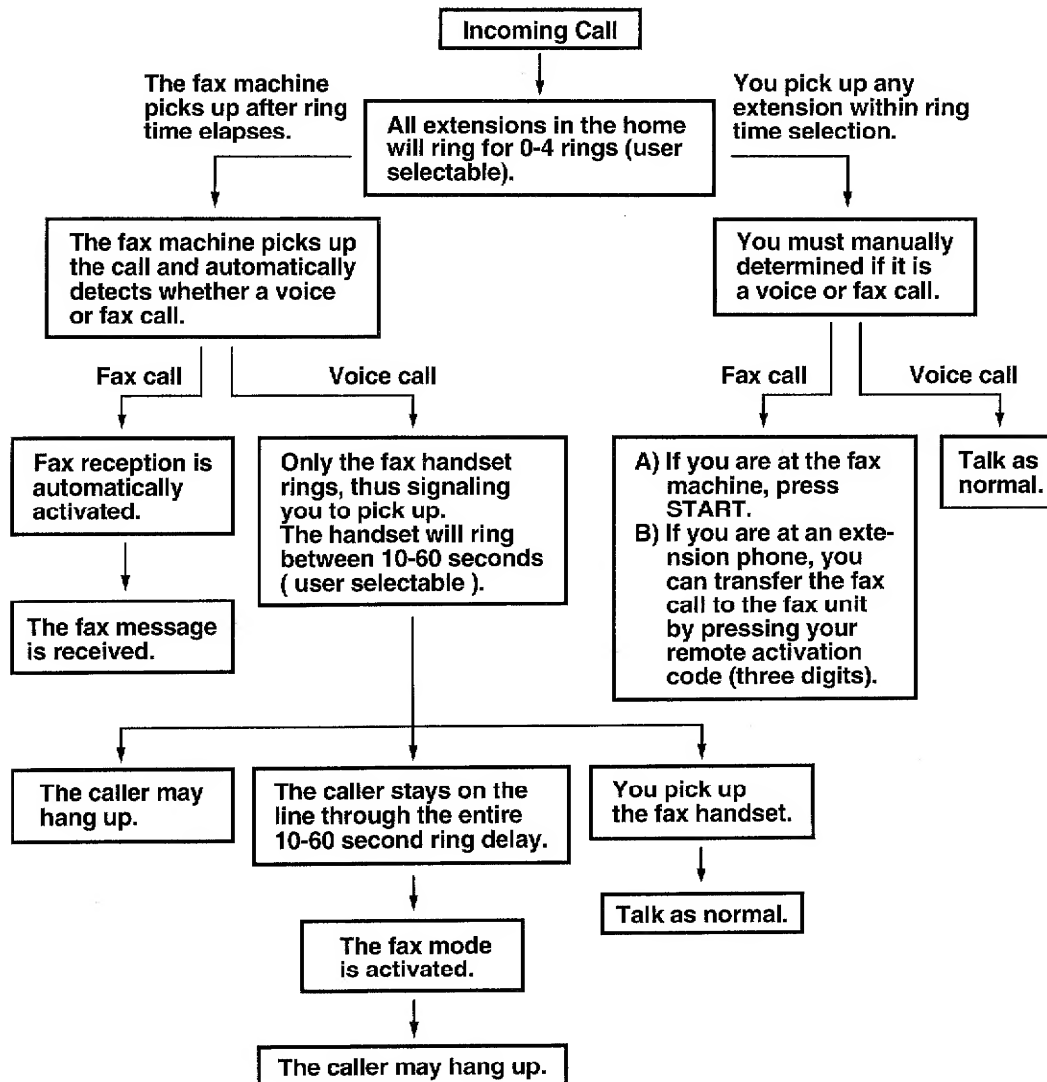
RING DELAY : 00  
SELECT < > & SET KEY

2. SET RING DELAY  
3. AUTO REDIAL

## RECEIVING FAXES AND OTHER CALLS

### *The F/T Switch (F/T Mode)*

When you share one line for your telephone and fax machine, in F/T switch answer mode, you can receive faxes automatically, and if you get a voice call, your fax machine will ring. The F/T switch can determine whether an incoming call is a fax or a telephone call.



## RECEIVING FAXES AND OTHER CALLS

### *Setting the F/T Ring Time*

You can specify the maximum time you want the fax machine to ring in case of telephone. There are four predefined settings; 10, 20, 30 or 60 seconds.

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **5**.
5. Press **←** (left arrow) or **→** (right arrow) repeatedly until you find the setting you want.  
Example: 10 SEC.
6. Press **SET**.
7. Press **STOP** to exit.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

5. SET F/T RING TIME  
PRESS STOP TO CANCEL

F/T RING TIME : 20 SEC  
SELECT < > & SET KEY

F/T RING TIME : 10 SEC  
SELECT < > & SET KEY

5. SET F/T RING TIME  
6. SET RING VOLUME

### *Remote Activation*

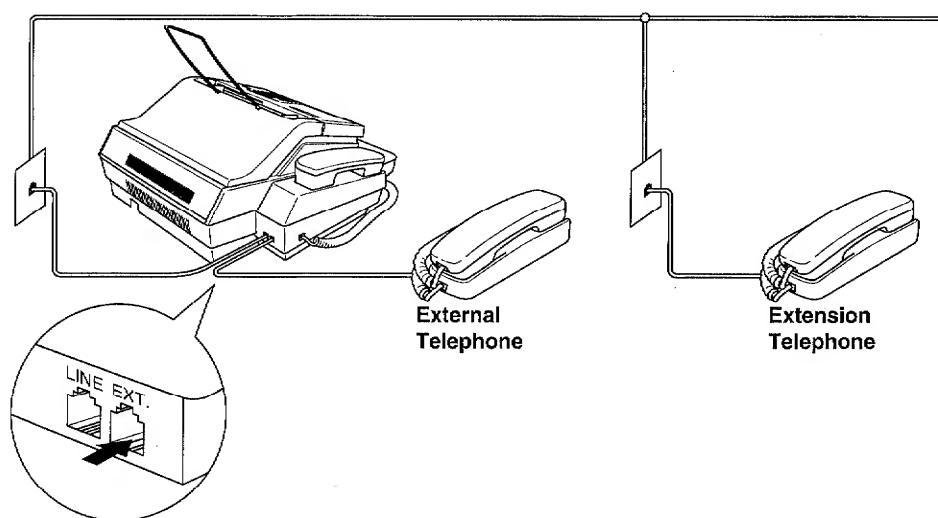
If you are using a touch tone phone, you can remotely activate or deactivate your fax machine from an external phone (a phone connected to your fax machine) or from an extension phone (a phone connected to the same line as your fax machine).

## RECEIVING FAXES AND OTHER CALLS

### Connecting an External or Extension Telephone to the Unit

You may connect an external or extension telephone to your fax machine, as shown below. Use the "EXT." jack on your fax machine.

Alternatively, you may wish to use this "EXT." jack to connect a telephone answering device (TAD).



When the external telephone is in use the warning message "EXTERNAL TEL IN USE" will be displayed.

Then the handset on the fax machine is picked up, an alarm will sound. You can disconnect the external phone and switch to fax machine by pressing **HOOK**.

### Using Remote Codes

If you are on an external phone (or extension phone), and you get an incoming fax call, you can transfer the call back to your fax machine by entering a remote activation code. In the same situation, if you get a telephone call from someone who requests that you switch on your fax, you can transfer the call back to your fax machine with this code. Also, you can deactivate the fax machine with another remote code during the F/T ringing from extension phone. In essence you have one remote code to activate your fax machine and one remote code to deactivate it. **The remote code to activate is "\*51", and the remote code to deactivate is "#51".** If you want to set your own code, see the following section, "Registering Remote Codes".

#### FOR YOUR INFORMATION

##### Limitation of Using External (or Extension) Phones

1. If you accidentally pick up an extension phone when a fax is coming in, you may disrupt the transmission or render some portions unreadable.
2. The remote activation and deactivation code may not work with some telephone systems or telephone sets.

## RECEIVING FAXES AND OTHER CALLS

### *Registering Remote Codes*

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **5**.
5. Press **←** (left arrow) or **→** (right arrow) to choose ON or OFF.  
Example: ON.
6. Press **SET**.
7. Enter new remote code to activate.  
(Factory setting is “\*51”.)
8. Enter new remote code to deactivate.  
(Factory setting is “#51”.)
9. Press **STOP** to exit.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6. SETUP SYSTEM  
PRESS STOP TO CANCEL

5. FAX REMOTE CODE  
PRESS STOP TO CANCEL

REMOTE ACTIVATION : ON  
SELECT < > & SET KEY

REMOTE ACTIVATION : ON  
SELECT < > & SET KEY

REMOTE ACT.CODE : \*51  
ENTER & SET KEY

REMOTE DEACT.CODE : #51  
ENTER & SET KEY

5. FAX REMOTE CODE  
6. SET COVERPAGE

### *The TAD Mode*

When you leave your fax machine set in TAD mode, phone calls will be forwarded to the externally connected telephone answering device, and your fax calls will be received automatically.

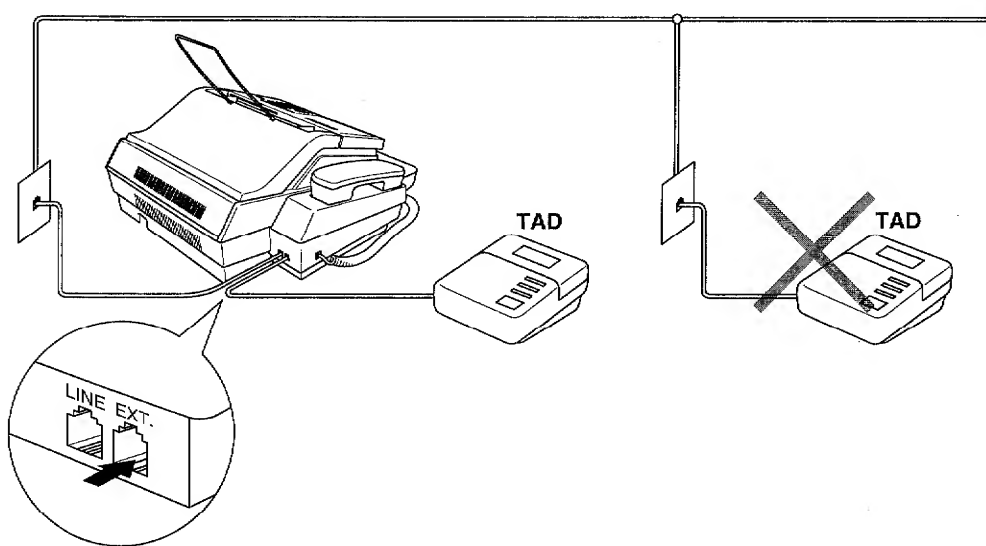


## RECEIVING FAXES AND OTHER CALLS

### *Connecting an External TAD to the Unit*

---

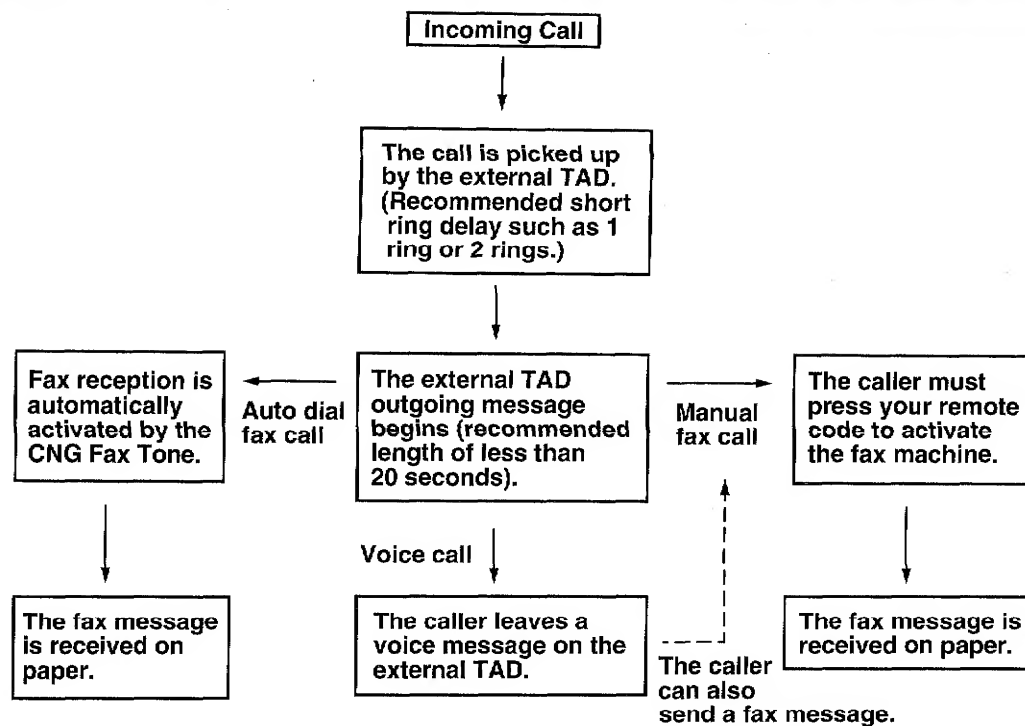
You may connect an external TAD to your fax machine, as shown below. Use the “EXT.” jack on your fax machine.



#### **Helpful Hints When You Use TAD Mode**

1. You can inform callers beforehand that if they call manually and get your telephone answering device when they want to send a fax, all they have to do is press your remote code to activate (\*51 unless you have changed it) your fax machine.
2. Another alternative is to record a TAD message that says, for example, “This answering machine is connected to a fax unit. If you may leave a voice message, please speak after beep. If you may send a fax message, please press (your remote activation code) after beep. Thank you.”
3. You need to erase the incoming messages on your external telephone answering device when it's full, or TAD mode will not answer any calls, faxes or otherwise.

## RECEIVING FAXES AND OTHER CALLS



### Telephone Answering Device

1. Set the telephone answering device so that it is ready to record incoming telephone calls.
2. Set the number of TAD rings to **one or two**.
3. Try to record the shortest possible message on your telephone answering device (**up to 20 seconds**).

Please note that some faxes that are sent manually cannot be received automatically because some fax machines do not send a fax tone in manual mode.  
So you must indicate a remote activation code for the caller to enter. (See page 7-5.)

## RECEIVING FAXES AND OTHER CALLS

### *Smoothing*

The smoothing feature enhances the appearance of incoming faxes by making the lines smooth and takes no additional time. This function does not apply to outgoing faxes, or to lists or reports you print. The initial setting is ON.

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **1**.
5. Press **←** (left arrow) or **→** (right arrow) to choose ON or OFF.  
Example: OFF.
6. Press **SET**.
7. Press **STOP** to exit.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. USER OPTIONS  
PRESS STOP TO CANCEL

1. SMOOTHING  
PRESS STOP TO CANCEL

SMOOTHING : ON  
SELECT < > & SET KEY

SMOOTHING : OFF  
SELECT < > & SET KEY

1. SMOOTHING  
2. BEEPER

### *Speaker Volume*

There are three settings available for the speaker volume, OFF, LOW or HIGH. This setting controls the loudness of the fax machine's speaker, which is connected to the phone line. The initial setting is LOW.

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **4**.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

4. SPEAKER VOLUME  
PRESS STOP TO CANCEL

SPEAKER : LOW  
SELECT < > & SET KEY

## RECEIVING FAXES AND OTHER CALLS

5. Press **←** (left arrow) or **→** (right arrow) to choose a setting either OFF, LOW or HIGH.

Example: HIGH.

6. Press **SET**.

7. Press **STOP** to exit.

SPEAKER : HIGH  
SELECT < > & SET KEY

4. SPEAKER VOLUME  
5. SET F/T RING TIME

### ***Ring Volume***

You can set the ring volume to either OFF, LOW or HIGH. The initial setting is HIGH.

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **6**.
5. Press **←** (left arrow) or **→** (right arrow) to choose either OFF, LOW or HIGH.  
Example: LOW.
6. Press **SET**.
7. Press **STOP** to exit.

#### **STATUS OF LCD DISPLAY**

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

6. SET RING VOLUME  
PRESS STOP TO CANCEL

RING VOLUME : HIGH  
SELECT < > & SET KEY

RING VOLUME : LOW  
SELECT < > & SET KEY

6. SET RING VOLUME  
1. SET TONE/PULSE DIAL

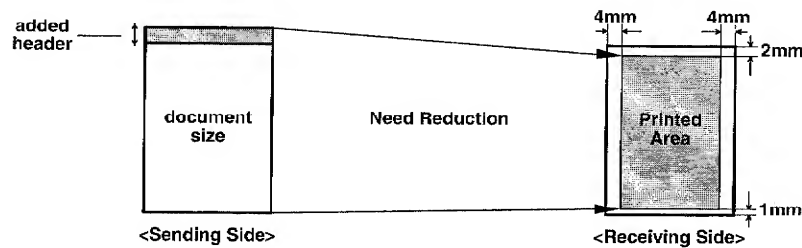
**Helpful Hints** Even if you select OFF, the ring volume during F/T ringing and Call Reservation ringing is LOW.

# RECEIVING FAXES AND OTHER CALLS

## Print Reduction

You can set the printing reduction ratio to either "OFF", "93%", "87%", "73%", and "MANUAL (50-99%)".

When receiving a fax even if the other party sends letter sized document (8.5X11 inch), you should receive the document with reduction to be printed on a letter sized paper because actual data is longer than letter size by adding "Header Information". (See page 6-6.) Therefore it is very important to choose reduction ratio previously.



You are recommended to choose following reduction ratio;

Other party sends you the size of...	Your receiving paper size	Recommended Reduction Ratio
Letter document (8.5"x11") (mostly domestic communication)	Letter	93%
	Legal	OFF
A4 document (8.2"x11.6") (mostly international Communication)	Letter	87%
	Legal	OFF
Legal document (8.5"x14")	Letter	73%
	Legal	93%

If legal sent to letter (and setting reduction is over 73%) then the reception will be split over 2 pages.

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **5**.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. USER OPTIONS  
PRESS STOP TO CANCEL

5. PRINT REDUCTION  
PRESS STOP TO CANCEL

REDUCTION : 93%  
SELECT < > & SET KEY

## RECEIVING FAXES AND OTHER CALLS

5. Press **←** (left arrow) or **→** (right arrow) to choose either OFF, 93%, 87%, 73%, MANUAL.

Example : 87%.

REDUCTION : 87%  
SELECT < > & SET KEY

6. Press **SET**.

If you choose MANUAL, enter reduction ratio (50 - 99%) and then press **SET**.

COPY REDUCTION : OFF  
SELECT < > & SET KEY

7. Press **←** (left arrow) or **→** (right arrow) to choose either ON or OFF.

In copy mode, there is no header information so that you may not choose "ON" when you want to copy a document to a same size of paper.

Example: OFF.

COPY REDUCTION : OFF  
SELECT < > & SET KEY

8. Press **SET**.

5.PRINT REDUCTION  
6.PRINTER ALARM

9. Press **STOP** to exit.

### Printer Alarm

You can set number of printer alarm either "ONCE", "3 TIMES", and "CONTINUE". This alarm inform you that the machine can not print because of out of printing cartridge, out of paper and so on. If you want to alarm "OFF", please set "Beeper (see page 4-1) to OFF". So this setting is effective in case that beeper setting is "LOW" or "HIGH".



**PRINTING  
CARTRIDGE**

CHANGE  
PRINTING CARTRIDGE

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **6**.
5. Press **←** (left arrow) or **→** (right arrow) to choose either ONCE, 3 TIMES or CONTINUE.  
Example : 3 TIMES.
6. Press **SET**.
7. Press **STOP** to exit.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4.USER OPTIONS  
PRESS STOP TO CANCEL

6.PRINTER ALARM  
PRESS STOP TO CANCEL

PRINTER ALARM : ONCE  
SELECT < > & SET KEY

PRINTER ALARM : 3 TIMES  
SELECT < > & SET KEY

6.PRINTER ALARM  
7.PRINT MODE

## RECEIVING FAXES AND OTHER CALLS

### ***Receive into the Memory*** (Only for FAX-950M/980M)

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If the machine can not print received document, such the case of out of paper or out of printing cartridge and so on, it will automatically store into the memory.

When you recover the machine in accordance with LCD display's instruction, the machine will print out them automatically.

## 8. HOW TO USE COPY FUNCTIONS

### *Making a Copy*

These are the steps for making one copy each of your original documents:

#### KEYS TO BE PRESSED

1. Place the documents face down into the feeder.
2. Press **COPY**.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

COPYING P.01

- Helpful Hints**
1. When you want to make a copy, make sure the text or image on the original document is not too close to the edge. Your fax machine cannot read anything closer than 4 mm (1/8 inch) from the edge.
  2. Change the resolution to one you like. If you do not set the resolution, the fax machine automatically makes a copy in the SUPERFINE setting. For example, if your original is a photo, you may select the PHOTO resolution. (To get the PHOTO resolution, press the Resolution key repeatedly until both lights are lit.) You can also set the resolution page by page using the CURRENT SETTINGS function. (See page 6-10.)
  3. Do not pull on the paper while copying is in progress. This may ruin the copied image.



## 9. POLLING

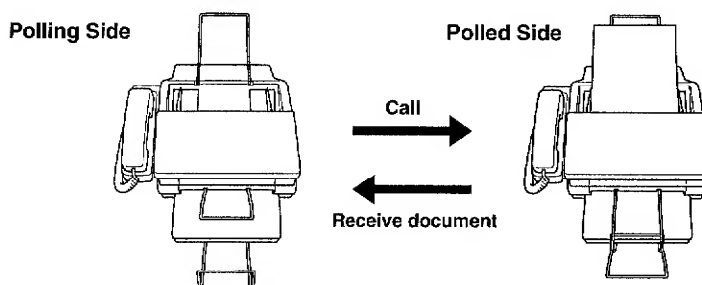
### FOR YOUR INFORMATION

#### ***What Is Polling?***

Polling is the process of **retrieving** faxes from another fax machine. You may use your machine to "poll" other machines, or you may ask someone to poll your machine. The party who polls pays for the cost of the call.

#### ***How Does It Work?***

First two parties set up their fax machines so that they can accommodate polling. Then one party leaves documents in the fax machine so that the other party can call up and have the documents sent.



#### ***When to Use Polling?***

Use polling to control the cost of sending a fax.

1. If **you** want to pay for the cost of the call: Send out faxes to other parties as you normally would, and if another party has documents to send you, ask them if you can poll for it.
2. If you want **others** to pay for the cost of the call: Ask them to poll your fax machine for documents they want, and if they want to send you documents, tell them you do not wish to poll their machine for it, (if they ask).

\* There are some fax machine that will not respond to this function.

#### **Helpful Hints Using Polling Effectively (Examples)**

**Problem No. 1:** You want another party to send you a long fax, but they do not want to pay for the call.

**Solution:** Ask them to leave the document in their fax machine so you can poll for it.

**Problem No. 2:** Sales representatives have difficulty sending in faxes to the head office's fax machine because it is busy so much of the time.

**Solution:** Head office can poll the sales representatives' fax machine.

**Problem No. 3:** Because of the time or location, it is cheaper for someone else to call you than it is for you to make the call.

**Solution:** Ask the other party to poll for the documents and offer to pay for the call at their lower rate.

## ***Polling Another Fax Machine***

Once you have set up polling, as described below, and the other party has set their fax machine to "POLLED WAITING", you can automatically receive their documents.

### **KEYS TO BE PRESSED**

Make sure no documents in the feeder.

1. Press **PUSH** and open the cover.
2. Press **POLLING**.
3. Press **SET**.
4. Enter the fax number.
5. Press **START**.

### **STATUS OF LCD DISPLAY**

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

POLLING : STANDARD  
SELECT < > & SET KEY

POLL  
ENTER NO. & START

\*05  
NJ OFFICE

## ***Setting up for Polled Waiting***

When a call comes in to retrieve documents you have placed in the fax machine for polled waiting, and your machine starts to send the documents. Your fax machine prints out a polled report when the transmission is completed.

### **KEYS TO BE PRESSED**

1. Place the documents into the feeder.
2. Press **PUSH** and open the cover. Press **POLLING**.
3. Press **SET**.
4. Press **START** and wait for the polling call to come in.

### **STATUS OF LCD DISPLAY**

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

POLLING : STANDARD  
SELECT < > & SET KEY

POLL  
PRESS START KEY

09/12/1993 15:25  
POLLED WAITING

# POLLING

## ***Secure Polling***

Secure Polling is a way to keep your documents and others' from falling into the wrong hands while the fax machines are set up for polling. You can use Secure Polling only with another Brother fax machine. With the other party, you should use the same four digit ID number.

## ***Polling Another Fax Machine with Secure Code***

You can poll another fax machine that has Secure Polling by following the steps below:  
You need to make sure you are using the same ID number as the other party.

### **KEYS TO BE PRESSED**

Make sure no documents in the feeder.

1. Press **POLLING**.
2. Press **←** (left arrow) or **→** (right arrow) to find the **POLLING SECURE** setting.
3. Press **PUSH** and open the cover.
4. Press **SET**.
5. Enter a four digit code.  
Example: **1234**.
6. Enter the fax number.
7. Press **START**.

### **STATUS OF LCD DISPLAY**

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

POLLING : STANDARD  
SELECT < > & SET KEY

POLLING : SECURE  
SELECT < > & SET KEY

POLLING ID : XXXX  
ENTER & SET KEY

POLLING ID : 1234  
ENTER & SET KEY

POLL  
ENTER NO. & START

\*05  
NJ OFFICE

## Setting up for Polled Waiting with Secure Polling

When someone polls for your documents, you can secure them by using the Secure Polling feature.

### KEYS TO BE PRESSED

1. Place the documents into the feeder.
2. Press **POLLING**.
3. Press **←** (left arrow) or **→** (right arrow) to find the **POLLING SECURE** setting.
4. Press **PUSH** and open the cover.
5. Press **SET**.
6. Enter a four digit code.  
Example: **1234**.
7. Press **START** and wait for the polling call to come in.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

POLLING : STANDARD  
SELECT < > & SET KEY

POLLING : SECURE  
SELECT < > & SET KEY

POLLING ID : XXXX  
ENTER & SET KEY

POLLING ID : 1234  
ENTER & SET KEY

POLL  
PRESS START KEY

09/12/1993 15:25  
POLLED WAITING

## Delayed Polling

After you select **STANDARD** or **SECURE**, press **SET**, then press **TIMER** and use the number keys to enter the time at which you want polling to take place.

**10. PASSWORD****FOR YOUR INFORMATION*****What is Password ?***

The password is provided for use in a closed network of fax machines. It can also be used to prevent reception of "junk faxes" that can interfere with your daily operations. It can also help you avoid the transmission of faxes to the wrong parties.

***How does it work ?***

First receiving party set up "RECEIVE PASSWORD" to "ON" and then enter four digit of password.

When you send a fax message, you should add the same four digit password. In case this four digit password of both sending and receiving party matches is same, you can send/receive message. Also, both side's machine should be Brother (or compatible) machine.

***What is Passwords Plus ?***

If you have activated the password function, only people who have set the correct password code on their Brother fax machine can exchange faxes with your machine. To help avoid difficulties, you can use the Password Plus feature. It is most effective to prevent reception of "junk faxes". In case you choose "Password Plus" in "RECEIVE PASSWORD", the machine will accept to receive the document not only sent by the party with correct password, but also sent by the party who is listed in your One-Touch dial numbers. (The machine detects the last four digit number and whether it matches last four digit number in previously registered in One-Touch dials. In this case, the sending machine must not be Brother fax machine.)

## ***Sending Fax with Password***

Before set up, you should make sure the password code of the other party.

### **KEYS TO BE PRESSED**

1. Place the documents face down in the feeder.
2. Press **CURRENT SETTING**.
3. Press **4**.
4. Enter a four digit code.  
Example: **1234**.
5. Enter the fax number.
6. Press **START**.

### **STATUS OF LCD DISPLAY**

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. PASSWORD TRANSMISSION  
PRESS STOP TO CANCEL

PASSWORD : XXXX  
ENTER & SET KEY

PASSWORD : 1234  
ENTER & SET KEY

PASSWORD  
ENTER NO. & START

\*05  
NO OFFICE

# PASSWORD

## ***Receive Password***

You can set receive password status either "ON", "OFF", or "PLUS".

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **7**.
5. Press **←** (left arrow) or **→** (right arrow) to choose either "ON", "OFF" or PLUS".  
Example: PLUS.
6. Press **SET**.
7. Enter four digit password cord.
8. Press **SET**.  
If you choose ON, you should enter four digit password code.
9. Press **STOP** to exit.

### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6. SETUP SYSTEM  
PRESS STOP TO CANCEL

7. SET RECEIVE PASSWORD  
PRESS STOP TO CANCEL

RECEIVE PASSWORD : OFF  
SELECT < > & SET KEY

RECEIVE PASSWORD : PLUS  
SELECT < > & SET KEY

RECEIVE PASSWORD : XXXX  
ENTER & SET KEY

RECEIVE PASSWORD : 1234  
ENTER & SET KEY

7. SET RECEIVE PASSWORD  
1. SET DATE AND TIME

## 11. PRINTING OUT REPORTS AND LISTS

You can print out the following lists and reports under function item 2. PRINT REPORTS.

Level one function	Level two function	Explanation of Options	Page
2. PRINT REPORTS	1. ACTIVITY REPORT	The Activity Report lets you know whether transmissions and incoming faxes were received.	11-3
	2. ALL DIAL LIST	This is a list of the names and numbers which are stored in One-Touch and Speed-Dial memory. Printed in One-Touch and Speed-Dial number order.	11-2
	3. TELEPHONE INDEX	The same as the All Dial list but printed in alphabetical order.	_____
	4. COVERPAGE FORMAT	This allows you to check the Cover Page format.	6-12
	5. CALL BACK MSG. FORMAT	Used to check the Call Back Message format.	6-15
	6. USER OPTION LIST	The settings for FUNCTION 2-7 and 4 to 6 (Cover Page, Tone/Pulse, Ring Delay, etc.) are printed here.	_____
	7. TRANSMIT REPORT	You can set up whether the transmission verification report will be printed after all sending fax, or not. ON/OFF	11-4

### Other Reports

The following reports are printed out automatically, for your information.

- Power Failure Report
- Polled Report
- Delayed Sending Report



# PRINTING OUT REPORTS AND LISTS

All of reports and lists can printout as below.

## KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **2**.
4. Press the number of the level two function you wish to print.  
Example: 1.ACTIVITY REPORT.
5. Press **START**.

## STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

2.PRINT REPORTS  
PRESS STOP TO CANCEL

1.ACTIVITY REPORT  
PRESS STOP TO CANCEL

1.ACTIVITY REPORT  
PRESS START KEY

## Printing the ALL DIAL List

You can print out a list of all One-Touch numbers and Speed-Dial numbers.

### ALL DIAL LIST

ALL DIAL LIST			
			TIME: 09/12/1993 15:25
			NAME: BROTHER
			FAX : 4155554444
			TEL : 4155554445
ONE-TOUCH DIAL			
NUMBER	FAX/TEL NUMBER		DESTINATION
*01	61-2018285881	FAX	AUSTRALIA OFFICE
*02	234-5678	TEL	ABC COMPANY
*03	334-5566	FAX	HEAD OFFICE
*04			
*05	4155551212	FAX	NJ OFFICE
SPEED-DIAL			
NUMBER	FAX/TEL NUMBER		DESTINATION
#01	5892786	F/T	PTWMJG M.
#02 @	1234567		W. COMPANY
#03	03-256-1121	FAX	OSAKA OFFICE
#04			
#05	5555151	TEL	MANCHESTER
#97			
#98			
#99			
#00			
@ : CHAIN			

## Activity Report Interval

An activity report can be printed at certain intervals that you specify. You have a choice of setting the journal interval period to "OFF", "6 hours", "12 hours", "24 hours", "2 days", "4 days", or "7 days". The activity report will provide a list of all outgoing and incoming faxes (up to 30) during the period. The initial setting is "OFF".

If you wish to print out the activity report manually, please take the same way as others. (See page 11-2.)

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **3**.
5. Press **←** (left arrow) or **→** (right arrow) to choose the setting.  
Example: 12 HOURS.  
If you select seven days, you should choose the base day of the week.
6. Press **SET**.
7. Enter the time to print out in 24-hour format using the number keys.  
Example: **19:45** (7:45 P.M.).
8. Wait for two seconds.
9. Press **STOP** to exit.

### STATUS OF LCD DISPLAY

09/12/1993-15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6.SETUP SYSTEM  
PRESS STOP TO CANCEL

3.ACT.REPORT INTERVAL  
PRESS STOP TO CANCEL

ACT.REPORT : OFF  
SELECT < > & SET KEY

EVERY 12 HOURS  
SELECT < > & SET KEY

START AT : 00:00  
ENTER & SET KEY

START AT : 19:45  
ENTER & SET KEY

3.ACT.REPORT INTERVAL  
4.SET STATION ID

## PRINTING OUT REPORTS AND LISTS

### ACTIVITY REPORT

TIME: 09/12/1993 15:25

NAME: BROTHER

FAX : 4155554444

TEL : 4155554445

DATE	TIME	FAX NO./NAME	DURATION	PAGE(S)	RESULT	COMMENT
09/12	10:00	BROTHER BOSTON	04:23	20 CV CA	OK	TX
09/12	10:10	NJ OFFICE	00	00	BUSY	TX
09/12	14:53	BROTHER BOSTON	48	01 CV CA	OK	TX

CV : COVERPAGE

CA : CALL BACK MSG

POL : POLLING

### ***Transmission Verification (Xmit) Report***

Set the Transmission Verification Report to ON or OFF. The initial setting is OFF.

OFF: Report will be printed if the errors occur.

ON: Report will be printed every time a fax sent completely or an error occurs.

#### KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **2**.
3. Press **7**.
4. Press **←** (left arrow) or **→** (right arrow) to choose the setting.  
Example: ON.
5. Press **SET**.
6. Press **STOP** to exit.

#### STATUS OF LCD DISPLAY

09/12/1993 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

2. PRINT REPORTS  
PRESS STOP TO CANCEL

7. TRANSMIT REPORT  
PRESS STOP TO CANCEL

TRANSMIT REPORT : OFF  
SELECT < > & SET KEY

TRANSMIT REPORT : ON  
SELECT < > & KEY

7. TRANSMIT REPORT  
1. ACTIVITY REPORT

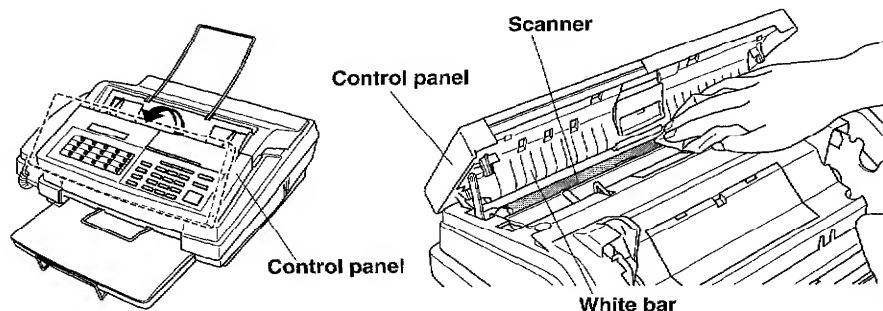
## 12. REGULAR MAINTENANCE AND TROUBLESHOOTING

### *Regular Maintenance*

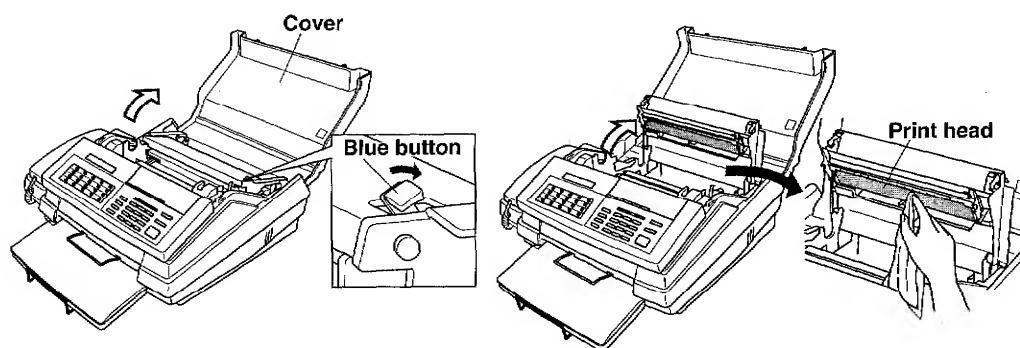
You can keep your fax machine in optimum condition by cleaning it on a regular basis. Avoid using thinners or other organic solvents to clean the machine and do not use any water.

Follow the four steps below:

1. Unplug the telephone line and then the power cord.  
When you reconnect these lines later, make sure to connect the power cord first, then the telephone line.
2. Wipe any dirt off the machine using a slightly damp cloth.
3. Clean the scanner.  
Moisten a small piece of soft, lint-free cloth with Isopropyl alcohol and carefully remove any dirt from the glass cover and from the white bar of the scanner.



4. Clean the printer.  
Moisten a small piece of soft, lint-free cloth with Isopropyl alcohol and keep wiping the edge of the print head until all dirt is removed.



#### **Helpful Hints**

If the scanner and the printer are dirty, the quality of the transmission or reception image, and copy becomes degraded. Use the above procedure, therefore, to clean these parts frequently.

### ***Paper Jams***

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Your fax machine will sound an alarm if the document jam while going through the feeder or if the recording paper becomes stuck. The display will show "DOCUMENT JAM" or "RECORDING PAPER JAM".

#### ***Fixing a Document Jam***

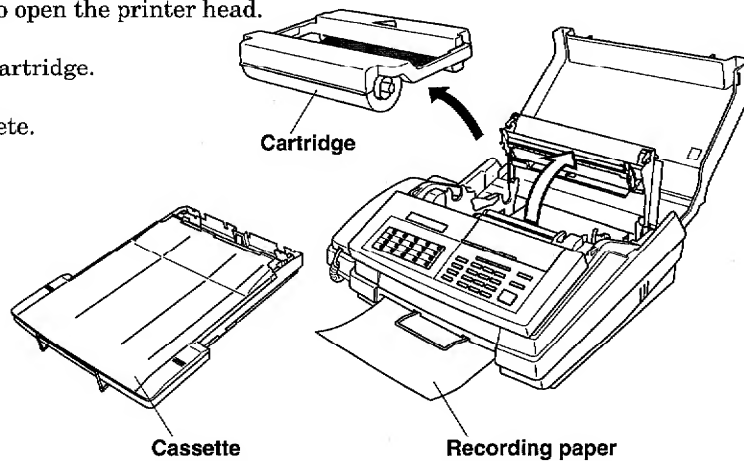
---

1. Open the control panel.
2. Remove the jammed documents.
3. Close the control panel.
4. Press **STOP**.

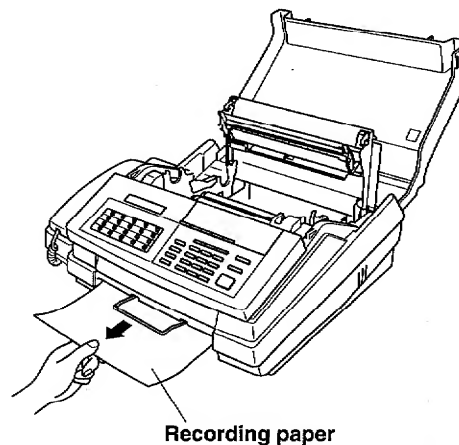
#### ***Fixing a Recording Paper Jam***

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1. Open the top cover.
2. Press the blue button to open the printer head.
3. Take out the printing cartridge.
4. Remove the paper cassette.

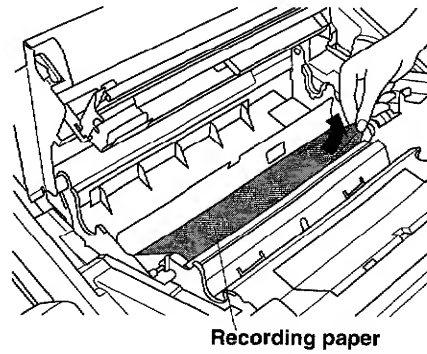
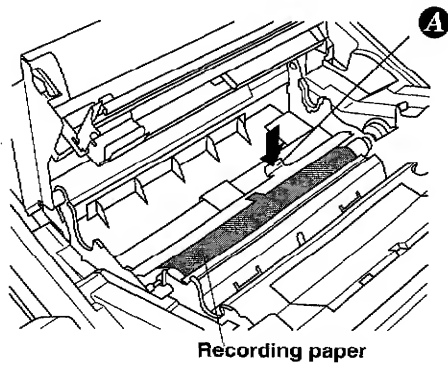


5. Remove the misfeed paper.  
- Pull the misfeed paper.

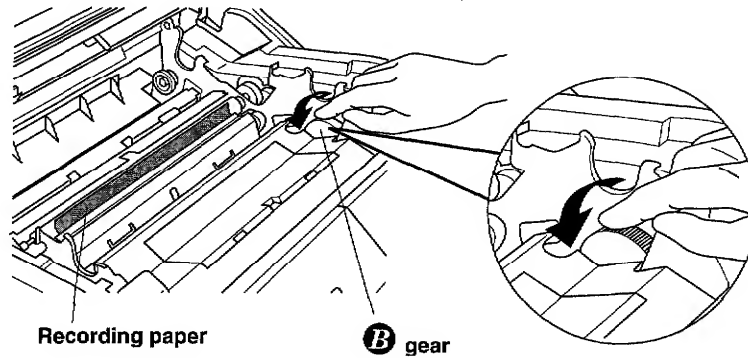


## REGULAR MAINTENANCE AND TROUBLESHOOTING

- Press **A** to open the paper guide and remove the jammed paper by pulling the upward direction.



- Turn **B** gear to backward to feed the paper and remove it.



6. Install the cassette.  
Be sure to push the paper plate down until it locks in position.(See Page1-2.)
7. Install the cartridge.
8. Push down the printer head until you hear a "click".
9. Close the top cover.

# REGULAR MAINTENANCE AND TROUBLESHOOTING

## ***Troubleshooting***

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### ***Error Messages***

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#### **CHECK RECORDING COVER**

The top cover or printer head is not completely closed. Push it down until you hear a "click."

#### **CHANGE PRINTING CARTRIDGE**

The printing cartridge has run out. Replace the used cartridge to new one. (See page 1-2.)

#### **COMM.ERROR and PRESS STOP KEY**

You encountered a communications error that resulted from a poor quality phone line. Try the call again.

#### **CONNECTION FAIL and PRESS STOP KEY**

You may request Polling function to other party even if remote station does not have polled waiting.

#### **DOCUMENT JAM**

The documents were not inserted properly. Open the control panel and remove the documents. Close the control panel and re-insert the documents and adjust the guides on either side of the document, and try sending the fax again. (See page 12-3.)

#### **ID MISMATCH and PRESS STOP KEY**

You may have the wrong ID for secure polling function. Try calling the other party to meet the ID.

#### **LINE DISCONNECTED and PRESS STOP KEY**

The telephone line was disconnected by other party during the communication. Try calling the other party to see what happened.

#### **MACHINE ERROR XX and PRESS STOP KEY**

Contact 1-800-284-4FAX for service center.

#### **NO RESPONSE OR BUSY and PRESS STOP KEY**

The number you called does not answer or is busy. You may also have reached a number that is not connected to a fax. Check the number and dial manually by pressing **HOOK** key.

#### **NOT REGISTERED**

The One-Touch key or Speed-Dial number has no number assigned to it. You need to register a phone number. (See page 4-4, 6.)

#### **PRINTER FAULT**

The recording head has overheated. Then unplug the power cord and wait for 30 minutes.

#### **RECORDING PAPER JAM**

The recording paper is jammed. Remove the jammed paper. (See page 12-2, 3.)

#### **REFILL PAPER CASSETTE and PRESS STOP KEY**

The recording paper is empty. You need to place the paper in the cassette. (See page 1-3.) The cassette is not setting correctly. Try re-set it. (See page 1-3.)

#### **SCANNER ERROR**

The scanner is dirty. (See page 12-1.)

### ***Other Problems***

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#### **When Dialing Doesn't Work...**

You may have the wrong dialing mode. Change the TONE/PULSE setting. (See page 4-1.) You may also want to check all the telephone line connections, such as to the handset and to the wall jack. Check also that the power cord is connected. Check by pressing **HOOK** to see if dial tone is heard.

#### **Poor Copy Quality**

Someone may complain that fax as they have received from you are faded. Your resolution setting may be inappropriate. Try the FINE or SUPERFINE settings and try to call again. Also, it is possible that your scanner is dirty. So, you should clean it. (See page 11-1.)

#### **Vertical Streaks**

You may get faxes with vertical streaks. Make a copy on your machine to see. If you get the same results, the recording head on your machine may be dirty, or the sender's scanner may be dirty. Try cleaning the recording head. (See page 11-1.)

#### **Horizontal Streaks**

You may get a fax with horizontal streaks or with missing lines. This normally results from a poor telephone connection. Ask the other party to send the fax again.





### 13. IMPORTANT INFORMATION

#### ***Standard Telephone and FCC Notices*** (Only applies to 120V model)

These notices are in effect on models sold and used in U.S.A.

**This equipment is hearing-aid compatible.**

**When programming emergency numbers and/or making test calls to emergency numbers:**

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform such activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

You may safely connect this equipment to the telephone network by means of standard modular jack, USOC RJ11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five(5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

If your IntelliFAX900/950M/980M causes harm to the telephone network, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But in advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this IntelliFAX900/950M/980M, please contact the manufacture's authorized service agency for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your fax machine, contact Brother service personnel at 1-800-284-4FAX(U.S.A. Only).

#### **Warning**

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service provided by the telephone company nor connected to party lines.

## IMPORTANT INFORMATION

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Re-orient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.**

This serial number may be found on the label affixed to the back of the unit. For your convenience, note the number below and retain this owner's manual to serve as a permanent record of your purchase, in the event of a theft or fire, or for future reference.

MODEL NO. IntelliFAX900/950M/980M SERIAL NO. \_\_\_\_\_  
NAME OF DEALER \_\_\_\_\_  
DATE OF PURCHASE \_\_\_\_\_

## IMPORTANT INFORMATION

### ***Important Safety Instructions***

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1. Read all of these instructions
2. Save them for later reference.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unsuitable cart, stand, or table. The product may fall, causing serious damage to the product.
7. Slots and openings in the cabinet and the back or bottom are provided of ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This products should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is use with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (U.S.A. only).
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refers all servicing to service personal at 1-800-284-4FAX.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.
  - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - E. If the product has been dropped or the cabinet has been damaged.
  - F. If the product exhibits a distinct change in performance, indicating a need for service.

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## SPECIFICATIONS

### 15. SPECIFICATIONS

<b>Type</b>	Desktop facsimile transceiver
<b>Compatibility</b>	CCITT Group 3
<b>Coding System</b>	Modified Huffman (MH)
<b>Modem Speed</b>	9600/7200/4800/2400; Automatic Fallback
<b>Document input width</b>	148mm to 216mm (5.8 inches to 8.5 inches)
<b>Scanning/Printing width</b>	208mm (8.2 inches)
<b>Paper size</b>	Letter/Legal
<b>Cassette capability</b>	200 sheets (20lb)
<b>Printer type</b>	Line thermal with Ribbon
<b>Gray scale</b>	32/16 level
<b>Display</b>	LCD, 24 characters x 2 line
<b>Polling types</b>	Standard, Secure, Delay
<b>Contrast control</b>	Automatic/Super Light/Super Dark (manual setting)
<b>Resolution</b>	<ul style="list-style-type: none"><li>• Horizontal 8pels/mm (203 pels/inch)</li><li>• Vertical Standard 3.85 lines/mm (98 lines/inch)</li><li>• Fine/Photo (16 level) 7.7 lines/mm (196 lines/inch)</li><li>• Superfine/Photo (32 level) 15.4 lines/mm (392 lines/inch)</li></ul>
<b>One-Touch dial</b>	20 stations (FAX-900), 60 stations (FAX-950M/980M)
<b>Speed-Dial</b>	40 stations (FAX-900), 100 stations (FAX-950M/980M)
<b>Memory</b>	10 pages for out-of-paper Reception (only for FAX-950M/980M)
<b>Automatic redial</b>	3 times at 5 minute intervals
<b>Speaker type</b>	Monitor
<b>Auto answer</b>	0, 1, 2, 3 or 4 rings
<b>Communication source</b>	Public switched telephone network
<b>Operating environment</b>	41 - 95°F
<b>Power source</b>	120V AC 50/60Hz (U.S.A., Canadian Version Only)
<b>Power consumption</b>	Standby: under 15 watts Peak: under 170 watts
<b>Dimensions</b>	449 x 424 x 216 (mm) (17.7 x 16.7 x 8.5 (inch))
<b>Weight</b>	8.0 kg/17.5 lb

Specifications are subject to change for improvement without prior notice.





**brother®**